

All You Need to Know About Your Rights & Benefits SPECIAL ISSUE



**Navy Rights & Benefits** 



### A Message from the Chief of Naval Operations

Service in the United States Navy is a unique profession. I can think of no other field today in which people are called upon to shoulder such great responsibility so early in their careers. Events in recent months in several parts of the globe have demonstrated both to our countrymen and ourselves the exceptionally important role that Navy people play in maintaining peace and stability in our world.

In return for your willingness to shoulder these responsibilities, you have earned a series of rights and benefits for yourselves and your families. While no benefit package can hope to compensate Navy people completely for all their efforts and sacrifices, I place great value on ensuring that right and equitable programs exist to meet important personal and family needs. You also should know that I am committed to the improvement of existing benefits and the establishment of others which will better meet our people's needs.

This issue of All Hands provides a summary of your rights and benefits as they exist today. It will help you to become more fully informed of the benefits of your current service and the opportunities presented by a full career in the Navy. You have earned them by hard work and diligent effort, and I hope you will find this information helpful in your personal planning.

Mayand

T.B. Hayward Admiral, U.S. Navy



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Chapter		Page
1	EDUCATIONAL OPPORTUNITIES  Ways to take advantage of the learning experiences open to you	3
2	ADVANCEMENT SYSTEM Climbing the ladder of success toward professionalism	10
3	REENLISTMENT INCENTIVES It pays to stay in; the Navy shows you how	17
4	PATHS TO A COMMISSION  How to achieve more in your career through added responsibility	21
5	OFFICER PROMOTIONS  Not all are promoted—only the best	26
6	PAY AND ALLOWANCES  There's more to compensation than just basic pay	33
7	ID CARDS, COMMISSARIES & EXCHANGES How to stretch your dollars in the marketplace	42
8	MEDICAL AND HEALTH CARE  Care for you and your family is a basic right	47
9	PCS TRANSFERS AND HOUSING  Taking the difficulty out of moving your family and possessions	56
10	FAMILY ASSISTANCE Help is never far away for Navy people	67
11	MORALE, RECREATION AND WELFARE How the Navy helps you enjoy your free time	74
12	SURVIVOR BENEFITS  Taking the worry out of caring for those who remain	80
13	YOUR RETIREMENT  The Navy offers much to those who serve a full career	88
14	VETERANS BENEFITS Programs and assistance available to the veteran	99
15	YOUR OBLIGATIONS What's expected of you as a citizen, taxpayer and voter	107

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### INTRODUCTION

The United States Navy is a complex organization not only in terms of its ships and technologically sophisticated equipment, but also in terms of its people and the occupational specialties of these people. But Navy people are more than just numbers of officers and enlisted men and women who have special qualifications. They are the people who make our Navy what it is—the greatest Navy in the world.

It is little wonder then that the Navy, in pursuit of its complex mission, devotes considerable time and money to the care and welfare of its people. And it is undeniable that one important aspect of attracting and retaining a competent All-Volunteer Force centers on the various benefits

offered in addition to basic pay.

In fiscal year 1979, the U.S. Navy spent approximately \$6.8 billion on pay and allowances for its more than 525,000 active duty people. This figure includes money for PCS travel, BAQ, enlisted dining facilities and FICA contributions; it does not include retired pay nor does it include money which pays for benefits such as medical and health care, commissary and exchange privileges, or recreation.

All of the various benefits—educational opportunities, medical and health care, retirement, life insurance, paid leave, commissary privileges, to name but a few—have the common objective of providing financial protection for and raising the morale of active duty people, their families, and their survivors. This holds true also for members of the Naval Reserve and for active duty and Reserve retirees who enjoy certain privileges.

Because of the diversity of the Navy's many benefit programs, and the fact that they are constantly being adjusted to better serve Navy people, All Hands was asked to prepare this special issue to help Navy people

better understand the benefits to which they are entitled.

In researching the information, the staff of All Hands worked closely with many organizations and individuals throughout government and especially within the Department of the Navy. The cooperation and valuable contributions of these various organizations have significantly increased the accuracy and usefulness of this information.

In addition, organizational units defining and implementing Navy policy were invited to review and comment on the benefit information. All Hands is grateful for the time and attention given to these reviews and acknowledges that the critical comments made were invaluable in the search for the most up-to-date and factually correct information possible.

This special issue on Navy Rights & Benefits is the result of a cooperative effort. It is one example of the Navy's commitment to communicate with its people and to keep them fully informed.



# **Educational Opportunities**

The invitation to "join the Navy and see the world" is also an invitation to extend your educational horizons. In today's Navy, you can satisfy your wanderlust by traveling to duty stations throughout the world. But it is only through learning experiences that you can come to a greater understanding of your place in that world. Education is the key to understanding yourself, your culture, and world cultures. As a Navy person, you are entitled to that education.

In today's Navy, with its advanced technology and sophisticated equipment, great pains are taken to keep Navy people up-to-date in everything from electronics to English, from sonar to sociology.

This first chapter explains how you can advance yourself educationally while on active duty.



### The Navy Campus

The Navy Campus is a collection of voluntary educational programs designed to enable you to go to school while on active duty. Navy Campus enables you to complete requirements for a high school diploma, pursue a civilian apprenticeship program, earn a vocational certificate, a two-year associate's degree, or a bachelor's degree. Perhaps you already had earned some college credits before you entered the Navy. In

this case, the Navy Campus education specialist can assist you in building an educational plan.

Your link to the Navy Campus is the Navy Campus Education Specialist. Your Navy Career Counselor and Command Education Services Officer will help you identify your educational goals. OPNAVINST 1500.45A outlines the Navy's voluntary education program.

#### **On-Base Navy Campus Program**

At all major shore installations, you will find civilian colleges and universities working with the command to offer courses on site. In many cases, you will be able to choose from among a number of institutions and programs. If you are at a shore installation, find out where the Navy Campus office is and make an appointment to see the Navy Campus Education Specialist. He or she knows which courses and degree programs are offered on the base as well as those offered near by. The Navy Campus Education Specialist will put you in touch with the college's own representatives. If you are ashore for three or more years and are near a college or university campus, you will be able to go a long way toward getting an occupational certificate or a college degree. The most important thing, however, is to develop a plan and begin working toward your goal. Discuss this with your Navy counselor and keep in close touch with your Education Specialist.

If you have not been located at a

shore installation where the courses you want to take are offered, then look into the Navy Campus Consortium. The 18 colleges and universities that are members of the Navy Campus Consortium do not require that you earn a specific number of credits at their college alone. They are willing to award degree credits for many of your learning experiences both within and outside of the Navy. The advantage of the Navy Campus Consortium is that you sign an agreement with a particular college in the consortium and they agree to accept the credits you have acquired from other colleges as well as to waive their residency requirements. In this way, your constant moving doesn't work against you. Your Navy Campus Education Specialist can help you decide if this is the right choice for you.

Whether you take advantage of the courses offered on your base, at nearby campuses, or participate in the Navy Campus Consortium, you can apply for tuition assistance. Your Navy Campus adviser will explain the application process to you. Under this support program, Navy enlisteds and officers, taking undergraduate courses, can receive up to 75 percent of the tuition costs.

### Navy Campus Program Afloat (PACE)

The Navy Campus voluntary education program for personnel assigned to a ship is called PACE (Program for Afloat College Education). Classes

provided at sea are delivered under contract with civilian colleges and universities. The Navy Campus contracts with colleges to provide academic and vocational courses to all fleet units. Florida State University and the City Colleges of Chicago serve the Atlantic Fleet while Chapman College in California and the San Diego community colleges serve the Pacific Fleet. Ask your Education Services Officer to find out what is available on your ship and when

the courses will begin. If you are in port, your Navy Campus Education Specialist can give you the information you need.

### Navy Campus High School Studies Program (NCHSSP)

This is your opportunity to receive instruction in basic, functional skills such as reading, mathematics, English or high school level science or to complete requirements for your high school diploma. NCHSSP is really two programs.

The functional skills program is the on-duty program. If a commanding officer requests classes for the crew, the subjects are taught to groups of 10 or more people during duty hours (ashore and shipboard) by a civilian instructor. Although high school level courses are taught, this is not a high school completion program; no credits are given. However, improvement in these subjects will help you pass a high school level General Education Development Examination (GED). This program is very effective in the fleets.

If you are ready to complete requirements for your high school diploma, you must do it on your off-duty time. All of the tuition costs for taking courses to complete diploma requirements will be paid by the tuition assistance program. Your Navy Campus Education Specialist can give you information. If you're stationed overseas, you can take the GED test free of charge.

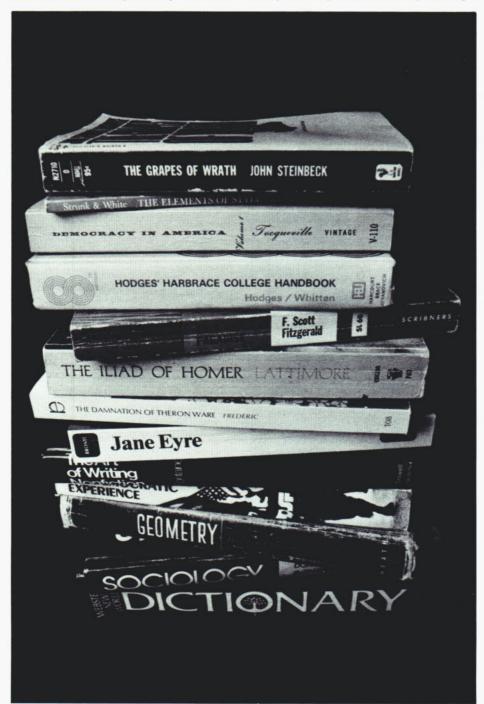
### **Apprenticeship Training**

In conjunction with the Department of Labor, the Navy Campus started the Apprenticeship Training Program in 1976. Apprenticeships are possible in three ratings: instrumentman, photographer's mate, and mess management specialist. Others are being developed. This program applies Navy training to civilian journeyman certification. Here's how it works:

Hourly work experience in the Navy can add up to job certification in the civilian market. You'll probably need more than one enlistment to complete the work experience required, which ranges from 4,000 to 6,000 hours. But you can satisfy up to 50 percent of the total training requirements by appropriate previous experience. This work experience can help you advance in your Navy career and also can help you get a civilian job.

### **Instructor Services**

Shore commands can request and receive approval to offer non-credit courses through Navy Campus if at least 10 active duty people want to take the



course. Classes are usually held ashore with civilian instructors. The range of useful courses which are meant to improve individual performance include topics such as conversational foreign language and personal money management.

#### **Tuition Assistance (TA)**

The tuition assistance program is the major support program for off-duty education. Enlisted people taking high school completion programs receive 100 percent tuition assistance. Enlisted personnel and officers taking undergraduate courses can receive up to 75 percent of the tuition costs under this program. However, officers working toward a graduate degree must obtain program approval from the Naval Postgraduate School. Detailed information on the tuition assistance program is available from your Navy Campus Education Specialist.

### **Basic Educational Opportunity Grant**

For a Basic Educational Opportunity Grant (BEOG), financial need is determined on the basis of a formula developed annually by the Department of Education (ED) and reviewed by Congress. For BEOG assistance, a student must have financial need; be enrolled at least half-time in an eligible undergraduate program at a participating college, university, or vocational or technical school; meet specified citizenship requirements; and not have used his/her full eligibility for basic grants.

For information on how to apply for a Basic Grant, contact your Navy Campus Education Specialist.

### Defense Activity for Non-Traditional Education Support

DANTES (Defense Activity for Non-Traditional Education Support) serves all of the services. This activity makes it possible for you to take tests' and pursue independent study for credit. Of the tests available through DANTES, one of the most widely known is the

College Level Examination Program (CLEP). CLEP exams are free to active duty people.

Also, DANTES has developed subject matter tests which, if passed at a particular level, give you credits toward a college degree. Additionally, DANTES offers standard college entrance tests to active duty personnel. Active duty personnel may take these tests free of charge.

If you prefer working for college credits at your own pace, you should check with the DANTES Independent Study Catalog. Your Navy Campus Education Specialist can explain what is available under DANTES and show you credit recommendations for your Navy training.

### Servicemembers Opportunity Colleges (SOC)

SOC refers to a national consortium of colleges and universities that have made a special commitment to assist military people in achieving educational goals. Although most SOC colleges do not offer the liberal non-residency feature of the Navy Campus Consortium, SOC colleges provide flexible class schedules, emphasize counseling for military students and cooperate in as many ways as possible with the Department of Defense to assist active duty people in finishing college during their off-duty time.

Many of the colleges serving naval installations are members of SOC. All of the colleges and universities that belong to the Navy Campus Consortium are members of SOC.

### **Rate Training**

Navy schools provide enlisted people with intensive training in chosen areas or areas in which they have special interests and aptitudes. More than three-fourths of Navy enlistees attend Class "A" schools where they learn the basic skills of their ratings. Class "C" schools go beyond the basics into more technical training. The remaining 25 percent of sailors not attending "A" schools go directly to assignments in the fleet or to

shore stations after recruit training. They learn their jobs through Navy onthe-job training (OJT).

### STAR/SCORE

While the Navy's OJT is valuable training, sometimes it's not enough. If you didn't go to "A" school and you want to attend "C" school, there's the Selective Training and Reenlistment (STAR) program.

STAR guarantees a school assignment during the first 12 months of an enlistment to lower ranking enlisted men and women. STAR is open to the more critical rating classifications in Career Retention Enlistment Objectives (CREO) Groups A (less than 80% manned, B (80-89% manned), C (90-100% manned), or D (101-105% manned). Eligible persons must have served at least 21 months but not more than eight vears' total active service. Graduates of "A" schools must also meet these requirements to attend "C" schools under STAR. Sailors who graduate from "C" school under STAR are automatically promoted to E-5.

The Selective Conversion and Reenlistment (SCORE) program guarantees "A" or "C" schooling to a first class petty officer or below working in CREO Groups B, C, D, or E but converting to a more undermanned rating.

If you are in a rating now where advancement possibilities are slim, you may want to consider SCORE and get into another rating in which you can move ahead.

Successful completion of "A" school leads to automatic conversion to the desired rating. Graduating from "C" school may qualify you for automatic advancement.

To be eligible, you must meet the time in service (TIS) requirement of 21 months but not more than 15 years. You also must show potential for conversion by completing practical factors for your rating and by getting good evaluations.

If you cash in on STAR, you're not eligible for SCORE but you still may be able to cash in—literally—because both programs also offer reenlistment bonuses to qualified people. To find out which

program is suitable, talk to your Navy counselor or ESO.

### **Change of Rating**

Active duty people may be able to change their ratings in the Navy without changing their paygrades. However, change in rating applies only to first class petty officers and below with less than 15 years of active duty who have an interest or aptitude in another, though undermanned, rating in CREO Group A or B.

To be considered, the applicant must have his or her commanding officer's recommendation and must not be serving in a critical rating or serving an enlistment for which service bonuses are paid.

A change in rating is a lateral change in an occupational specialty without changing the paygrade. For example, if you are a second class aviation electronics technician, you could change your rating to an aviation antisubmarine warfare technician without losing your E-5 paygrade.

To effect a change in rating, check BUPERS Manual 2230180 for eligibility requirements.

### Enlisted Education Advancement Program (EEAP)

The Enlisted Education Advancement Program (EEAP) offers career motivated enlisted members the opportunity to pursue a course of instruction at a participating junior or community college leading to an associate of arts/science degree in a rating-related or management-related discipline.

EEAP provides for the completion of associate degree requirements to improve qualifications for advancement and to improve supervisory abilities of high quality enlisted personnel. Selectees will receive full pay and allowances, but will pay all costs for tuition, books and other fees. The course of study must continue through the summer months and the requirements for an associate degree must be completed in 24 calendar months or less. Six years of obligated service will be incurred in exchange for the opportunity to parti-

cipate in the program. The EEAP institution will be attended during the first two years of the obligation.

Eligibility requirements for EEAP are:

- Be 21 years of age but not older than 36 on September 1 of the first year of enrollment.
- Have at least 4 years but not more than 14 years of active duty service as of September 1 in year of enrollment.
- Be a high school graduate or have passed the General Education Development (GED) test.
- Have a word knowledge (WK)/ arithmetic reasoning (AR) of at least 110.
- Be recommended by the commanding officer.
- Have no record of conviction by court-martial, non-judicial punishment, or by civil court for other than minor traffic violations during the previous two years.
- Must agree to reenlist or extend enlistment to have six years of active obligated service as of enrollment date.

# College/Career Options for Commissions

With the cost of living spiraling higher and higher, it's becoming more difficult to pay for a college education. However, the Navy can guarantee you the education you might not otherwise be able to afford. The Navy will pay for your education and then give you a commission if you are willing to give your time and talents in the naval service. Trading three to five years of active duty time in the Navy for a college education may be the best deal you'll ever get.

If you enlisted in the Navy after graduating from college, you might be eligible to attend Officer Candidate School (OCS). For information on college programs leading to commissions and career options, see Chapter 4, "Paths to a Commission."

### Enlisted Commissioning Program (ECP)

If you are an enlisted person with previous college credits, you may be eligible to complete requirements for a bachelor's degree and earn a commission via Officer Candidate School.

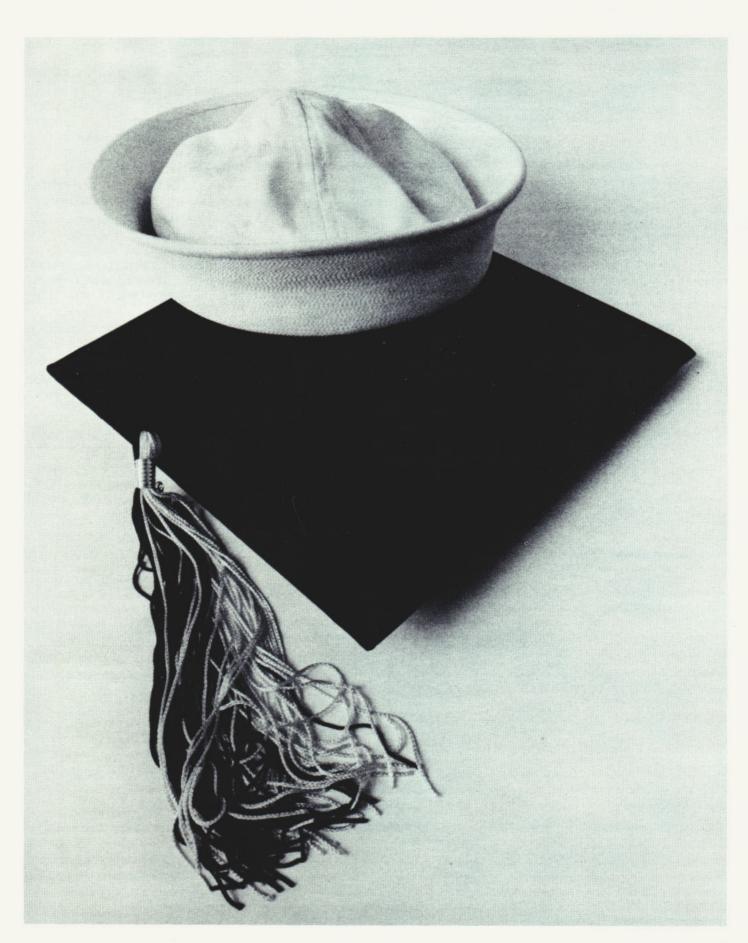
ECP officer candidates pay all educational expenses but receive full pay and allowances. For more information, see Chapter 4, "Paths to a Commission."

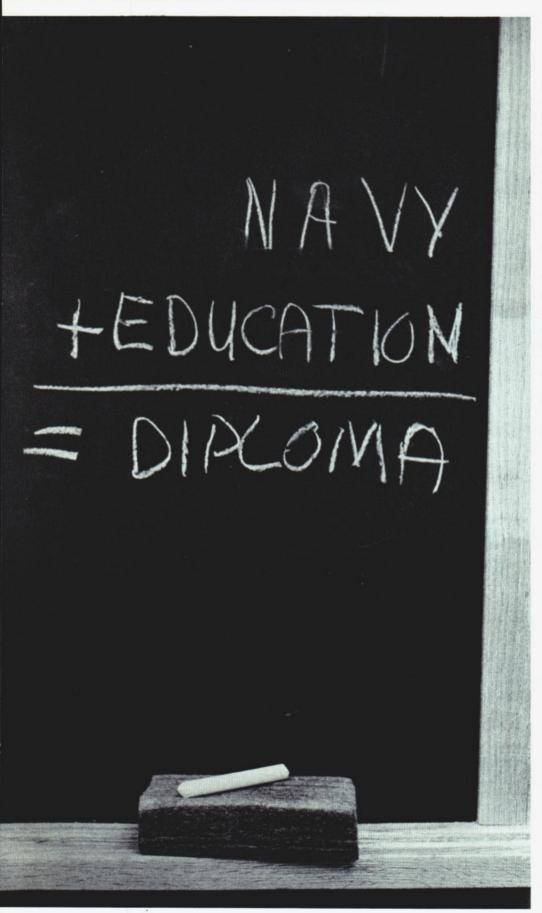
### **Graduate Education**

Graduate education is increasingly important to the naval officer as a means of enhancing professional development. There are several avenues available for achieving this goal, the first and foremost being fully funded graduate studies at either the Naval Postgraduate School (NPS), Monterey, Calif., or a civilian institution. Annually, a selection board reviews the records of officers on a rotating basis (based on year groups) for these programs. Officers are selected based on professional performance, academic background (including offduty education) and the Navy's requirements for subspecialists. Selectees are eligible for graduate education during a three-year period, depending on their availability for orders.

Currently, approximately 1,000 officers from all services are attending NPS and studying such curricula as aeronautical and naval systems engineering, communications, electronic warfare, command and control, antisubmarine warfare, national security affairs, management sciences or computer technology. An additional 125 naval officers are attending civilian institutions to study naval architecture, ship construction, civil engineering, supply systems management, or law.

A limited number (approximately 35 annually) may receive support for graduate education through partially funded programs. In these programs, the Navy provides full pay and allowances for a specified period of time. The individual is responsible for all tuition and related educational expenses either through





self-funding (Advanced Education Program) or by means of an approved scholarship or fellowship (Scholarship Program). Another alternative is attending college on one's own time. If the prospective curriculum is approved as meeting a requirement for a subspecialty, the Navy will provide funding through the Tuition Assistance program for up to 75 percent of tuition and related educational expenses. An individual also may undertake any program on off-duty time utilizing G.I. Bill benefits, the Veteran's Educational Assistance Program (VEAP), or personal finances.

For further guidance, officers should check the current OPNAVNOTE 1520 (Graduate Education Program). In addition, the Office for Continuing Education at NPS directs officer graduate work and provides self-study courses in specific areas. This office also provides educational counseling.

### **Service Colleges**

Attendance at a service college is considered a significant milestone in the professional development of a naval officer. Selected lieutenant commanders, commanders, and captains are afforded the opportunity to attend the Naval War College, the National Defense University (National War College and Industrial College of the Armed Forces), the Armed Forces Staff College, and the service colleges of other armed forces. The curricula, which are taught at the graduate level, include courses in strategy, tactics and management. Service college policy specifies that only the best performing officers are selected for service colleges, and a high percentage of those selectees will attend. Further information is available in OPNAVINST 1301.8 of 4 June 1980.

\* \* \*

The Navy is constantly expanding the educational opportunities available to you. It's up to you to take the first step. Develop an educational plan and be sure to ask your career counselor and the Navy Campus Education Specialist for assistance.

Table 1. Educational and Career Opportunities for	<b>Enlisted People</b>
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Program Description	Eligibility Requirements	Obligated Service Time
VOLUNTARY EDUCATION PROGRAMS		
On Base Navy Campus Program includes both high school and college courses taught by civilian instructors on the base.	Must be serving on active duty.	None but must complete course successfully.
Navy Campus Consortium fulfills up to 75% degree requirements by non-traditional means, including Navy training. Participating institutions waive residence requirements.	Must be serving on active duty.	None but must complete course successfully.
Navy Campus High School Studies Program teaches basic skills in reading, math, English.	Must be serving on active duty.	None but courses taken to complete high school diploma requirements must be during off-duty time.
PACE offers both academic and vocational college credits to 10 or more shipboard sailors.	Must be serving on active duty aboard seagoing ship.	None but must complete course successfully.
EEAP		
Career-oriented enlistees have a chance to earn an associate of arts/science degree in job-related disciplines.	Must be 21-36 years old, have 4-14 years of active duty service and GCT/ARI or 110 or more; CO recommendation and high school diploma (or GED); and have no record of conviction by court-martial.	Agree to reenlist or extend 6 years as of school enrollment date.
ECP		
Enlisted member with previous college credits may complete degree requirements and earn commission via OCS.	Must be serving on active duty with 4-11 years in service, 22-30 years old, physically qualified for appointment in unrestricted line; have no record of court-martial; be recommended by CO and have 2.3 GPA on 4.0 scale for prior college work.	Six years of active enlisted service from date of enrollment; four years of active commissioned service from date of comissioning.
VOCATIONAL		
SCHOOL PROGRAMS Selective Training and Reenlistment (STAR) program gives enlisted people guaranteed assignment to Class "A" or "C" school with automatic advancement to PO2 upon suc- cessful completion of "C" school.	Open to PO3, PO2, and E-3 meeting professional growth criteria.  Currently assigned to CREO Group A, B, C, or D or a critical skill NEC.  CO recommendation.  At least 21 months but not more than 5 years active naval service or 8 years' total active service.  Must be serving first enlistment.	Agree to enlist or reenlist for 6 years. Meet obligated service for entry into guaranteed school.
Selective Conversion and Reenlistment (SCORE) program guarantees assignment to "A" school with automatic conversion upon graduation. Also grants automatic advancement to PO2 upon successful completion of "C" school.	Open to male and female PO1, PO2, PO3, and identified strikers meeting professional growth criteria.  Currently assigned to rating in CREO Group C, D, or E.  At least 21 months of active duty but not	Agree to extend for conversion of rating and enlist/reenlist for 6 years after conversion.
	more than 15 years.	
Class "A" School teaches the basic skills of a rating. Successful completion and graduation leads to striker identification or PO3.	Open to enlisted men and women in pay- grades E-2 and E-3 meeting school en- trance requirements. Must have 6 months aboard present duty station.	Active duty obligation varies with length of school.
Class "C" School offers advanced technical training and may increase promotional chances under STAR and SCORE programs.	Open to male and female PO3 through CPO with 12 months on board present duty station.  Must meet school entrance requirements.  Submit request at least 3 months before reenlistment.	Attendance at "C" school carries minimum 4- year active duty obligation.



# Advancement System

Ask a person who's spent a Navy career successfully rising through the ranks about the secret of success and you're likely to get an answer like this: "Know how the advancement system works."

After all, understanding the system is the first step toward making that system work for you. And the advancement system is one that the Navy particularly wants each member to understand.

This chapter highlights the entire enlisted advancement process and explains the behind-the-scenes operation of the advancement system.



### **Preparing Yourself**

If you are among the thousands who want to wear a rocker and stars above your crow, prepare now for advancement. This "journey of 1,000 miles" begins with a single step into the educational services office for a copy of *The Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards* (NavPers 18068-D).

Study its contents. It contains a listing of the *minimum* skills required for advancement to each paygrade and is considered "must" reading. For your convenience, the *Occupational Standards* portion of the manual has been reprinted in a pamphlet for each rating. Copies are available through your command education office or Personnel Support Detachment.

Next, get a copy of the latest edition of *The Bibliography for Advancement Study*, also from the Education Services Officer (ESO). It lists required and recom-

mended rate training manuals (RTM) and other reference material used to write Navywide advancement exam questions. Courses marked by an asterisk (\*) are mandatory.

Once you've studied required and recommended RTMs, complete the appropriate non-resident career courses (NRCC) included in the manuals. A word of caution: don't study *only* the NRCC questions. Study the entire manual. Questions were written to guide students through the RTM material; however, the entire manual is testable.

Complete Personnel Advancement Requirements (PAR) as soon as possible. PAR factors, which replaced "Practical Factors," are based on current occupational standards for each rating and all E-4 through E-7 candidates are required to have them checked off by a division supervisor. PAR is divided into three sections: administrative requirements such as time in rate (TIR); formal school and training requirements such as mandatory "A" schools; and occupational and military ability requirements for which candidates demonstrate ability to perform tasks applicable to their rate and rating.

"Hitting the books" and completing check-off lists are not the only prerequisites for advancement. Performance on the job is extremely important—evaluations dictate if you will be recommended by your commanding officer for advancement. Additionally, superior performance evaluations add points to the final multiple and even one-hundreth of a point can make a difference.

A few weeks before the exam, review your service record to make sure all performance evaluations, TIR, correspondence courses and awards have been accurately recorded. Check this information against exam worksheets prepared by the ESO to ensure that every point to which you are entitled is included.

Once all this is completed, you're ready to take the exam.

All Navywide advancement exams have 150 multiple choice questions, each with four answer choices. They are given on the same day worldwide for each paygrade to minimize the opportunity for compromise and to give every candidate equal opportunity for advancement. At each exam site, proctors explain exam procedures and answer "how to" questions about completing answer sheets.

There are no secrets to taking the three-hour exam except these: know your subject, get a good night's sleep beforehand, and come prepared to do your level best. Answers don't conform to any prearranged pattern, so don't be alarmed if answer #2, for instance, pops up four or five times in a row and then doesn't appear again for several columns of questions.

Also, don't look for "trick questions"—there aren't any. Read each question carefully and don't try to read more into an item than what is asked. Even if a question seems unusually easy, don't fret—every exam has some freebies. Remember also, there is only one correct answer for each question. In practically all cases, however, alternative answer choices will be plausible enough to stump those with only superficial knowledge of their rating.

During each exam cycle, a few advancements are delayed because either

examinees or their commands incorrectly complete exam paperwork. The most common mistake is improperly marked answer sheets. This alone can delay getting exam results back to examinees for up to six months.

Some common errors are:

- Not matching printed information on the top of a block with information below and indicated by darkened circles.
- Answer circles not completely blackened. This frequently happens because examinees use a light pencil which the scanner won't "read." It's advisable to use either an electrographic mark-sensing pencil or a number 1 or 2 pencil.
- Doodling in the computer time tracks on the left side of the answer

sheet. Don't make any unnecessary marks anywhere on the answer sheet.

- Failure to include correct primary Navy Enlisted Classification (NEC).
- Incorrect time in rate (TIR). Frequently, the TIR indicated exceeds length of service.
- Incorrect unit identification code (UIC).

Some mistakes are "mechanical errors", others are "discrepancies." Mechanical errors include not blackening in circles entirely. Discrepancies include listing an incorrect social security number. Either type of mistake can delay an individual's exam results. Both slow the scoring system and cause headaches for Navy civilians and military working at the exam center in Pensacola.

### **After Exams Are Mailed**

Every Navywide advancement exam is mailed to the Naval Education and Training Program Development Center (NETPDC) in Pensacola for scoring. As they arrive, they are logged in and placed in batches of 11 commands each. Each batch is immediately assigned a code number so it can be retrieved at any point in the scoring process. Batches go through an optical scanner which transfers information on the exam sheets to magnetic tape. The tape is sent to the Navy Regional Data Center (NAR-DAC) at NAS Pensacola for scoring by computers. Answer sheets containing mechanical errors are rejected by the



	E-1 to E-2	E-2 to E-3	E-3 to E-4	E-4 to E-5	E-5 to E-6	E-6 to E-7	E-7 to E-8	E-8 to E-9
Time in Rate	6 mos.	6 mos. as E-2	9 mos. as E-3	12 mos. as E-4	36 mos. as E-5	36 mos. as E-6	36 mos. as E-7	36 mos. as E-8
School	RTC (CO may advance up to 10% of company)	none	Class "A" for PR3, DT3, IS3, AME3, HM3, CT3, FTB3, MT3, MU3, EW3, RP3	Naval Jus- tice School for LN2	none	Navy Schoo for AGC, MUC	I none	none
PAR NAVPERS 1414/4	none	none	PAR (Person must be con through E-7	nnel Advanc mpleted for	ement Req advanceme	uirement), ent to E-4	none	none
Performance Test	none	none	performanc	atings must e tests before nt examination	ore taking		none	none
Military Leadership Examination	none	ad	ust be passe vancement of 4 and E-5 can	exam for	none	none	none	none
Enlisted Performance Evaluation	As used by Co when approvir advancement	ng		ard performa all E-4 throug		redit in advar idates	cement fina	1
Obligated Service Re- quired	There is no seither to take or to accept ac	the Navywic	de advanceme	nt examinati	on	years' rema	ndidates mus ining obligat appointment	ed service
	Locally pre-	NETPDC exams or	examination	advancemer s required fo at to all pett	or	exam and	avywide adv be selected or SCPO/MC	by Navy-
Examinations	pared tests	locally prepared test	officer paygr	ades		tion board		
Examinations  Non-resident career course and RTM		Required for unless waive Courses ne who complete		etty officer a completion or pleted but on urse for PO3 r	f Navy school ice, i.e., thos need not con	ts Non-resid	lent career of ended rea RA 10052	
Non-resident career course	none	Required for unless waive Courses ne who complete same	officer paygr or E-3 and all p ed because of ed not be com ete the 3&2 cou	etty officer a completion of pleted but on urse for PO3 r for advancen	f Navy school ace, i.e., those need not con nent to PO2.	ts Non-resid ol. recomme se NAVEDTE	ended rea RA 10052	ding, see

optical scanner and manually corrected before being reinserted and recorded on tape.

About 6,000 to 8,000 answer sheets out of 75,000 each exam cycle are rejected by the computer for errors by the individual taking the exam or by the local exam board. Correcting errors on these delays the scoring process for all involved.

When magnetic tapes arrive at NARDAC, they are "read" by the Navy's computer. Each exam is graded and assigned a Navy Standard Score. After the computer scores the exams, it adds the Navy Standard Score to each individual's beginning multiple and codifies them by rate and rating. Once this process is completed, OPNAV notifies the exam center to advance so many people in each rate and rating based on assigned quotas (which are based on the needs of the service).

Once the center has determined which people are to be advanced, rate change authorizations are mailed to commands. They contain pertinent information such as examinees' final multiple, exam scores, exam profiles, and date to be advanced. With CO approval, each candidate is advanced on the date specified by the Naval Education and Training Program Development Center in Pensacola. All others get notices explaining where they were deficient.

### Specific Requirements For Advancement

Tables 2 and 3 outline in detail the specific requirements for advancement in each paygrade, and the scheduling, scoring and notification process. Minimum Navy time in service (TIS) is no longer a requirement for advancement participation. In other words, if a person meets all other requirements, including time in rate (TIR), he or she can participate in the advancement exam, regardless of total time in service. However, the final multiple score, which includes a length of service factor in computing total points, will be determined in the same manner as in previous exam cycles (see Table 4).

### Some Particulars About the Exam System

Step by step, the advancement process is outlined in training manuals. Detailed information is available from Navy Career Counselors. Qualifications for advancement in each rating are outlined in *The Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*. Still, there are areas about which people ask questions—How is the final multiple calculated? How important is the CO's

recommendation?—and these will be addressed in this section so you will have a complete understanding of what is involved in getting advanced.

#### The CO's Recommendation

The most important requirement in the enlisted advancement system is the commanding officer's recommendation of individual candidates. Without it, no one can take the exam. With it, each candidate has been certified to be qualified for advancement. When a CO recommends a sailor, that means the person is qualified *in all respects*, to the best of the CO's knowledge, to assume the duties and responsibilities of the next higher paygrade.

COs are tasked by the Navy with making honest and conscientious performance evaluations and advancement recommendations. It is the CO's responsibility to recommend *only* those people who are fully qualified. Their initial selection for advancement determines the validity of the entire advancement process.

#### The Exam

Navywide advancement exams were not designed to test *must know* information. When an individual is recommended for advancement, the command is certifying that he or she already knows the *must know* information for the rate or rating. That leaves only the *should* 

Table 3. Scheduling, Processing and Notification of Advancement Results						
PAYGRADE	EXAM GIVEN	PROCESSING BEGINS	QUOTA DETERMINED	NOTIFICATION	SELECTION BOARD/ NOTIFICATION	
E-4-E-6	March September	April October	May November	June December	not applicable for E-4 through E-6 candidates	
E-7	January	March	May	April (board eligible)	June/August	
E-8-E-9	November	January	February	January (board eligible)	March/June	

know and nice to know information as testable material.

How do the three differ? Consider an example from the machinist's mate methods for rethreading bolts. rating.

- Every MM must know how to rethread a bolt.
- Every MM should know several
  - It would be nice to know how many

methods there are for rethreading bolts.

So, must know information is that knowledge a petty officer must have to function in his or her rate and rating. Should know information is that knowledgewhich places a petty officer a notch above those who have not applied themselves as diligently. (Should know is the information tested on advancement exams.) Nice to know information is just that and is not generally tested because most of it has no practical application.

Because it is assumed that each candidate for advancement knows the must know information, the exams cannot determine if a person is qualified or not. They do, however, determine who is most qualified on the basis of should know information and rank them in order from the most qualified to the least qualified. Since the enlisted advancement system is vacancy driven (not everyone can be advanced because the number of vacancies is fewer than the number of qualified candidates), this process singles out the most qualified for advancement.

It gets tougher to advance the higher one goes because of keener competition for fewer vacancies and lower quotas in the higher paygrades.

### **Navy Standard Scores**

No one scores 150 on a Navywide exam; the highest score is a standard score of 80. (Only one out of 400 scores is that high.) This is because raw scores, which are the number correct out of the total asked, are converted to Navy Standard Scores ranging from 20 to 80, the highest score.

Navy Standard Scores are computed on the basis of the mean and standard deviation found in each group of exam takers. Generally, a standard score of 80 is in the 99th percentile; a 50 in the 50th percentile; and a 35 in the 6th percentile. All raw scores have to be converted to standard scores so that comparisons within a given group can be made. For example, if in a very tough rate and rating, a raw score of 102 was the highest, it may seem quite low when you consider that there were

Table 4.	Figuring	the Final	Multiple
March and the Control of the Control			

	E-4	&5	E-6	3	E-7		E-8	3	E-	9
	Max Score	FM Wt.								
Standard Score	80	35%	80	30%	80	60%	80	50%	80	40%
Performance Factor	70	30%	92	35%	52	40%	80	50%	120	60%
Length of Service † (E4/5=(LOS-TIR)+15) (E6=(LOS-TIR)+19)	30	13%	34	13%	n/	a*	n/	a*	n	/a*
Time in Rate (E4/5=(TIR×2)+15) (E6=(TIR×2)+19)	30	13%	34	13%	n/	a*	n/	a*	n	/a*
Awards	10	4.5%	12	4.5%	n/a	a*	n/i	a*	n,	/a*
Passed not advanced (PNA points)	10	4.5%	12	4.5%	n/	a	n/	'a	n	/a

Total 100% 160 100% 200 230 100% 264 100% 132 †In converting months to decimals for LOS and TIR, use the decimal fraction conversion table shown in Exhibit 1-1 of the Advancement Manual

Months	Fraction	Months	Fraction
1	.08	7	.58
2	.17	8	.67
3	.25	9	.75
4	.33	10	.83
5	.42	11	.92
6	.50	12	1.00

\*Though these items do not figure into calculating the final multiple for E-7 through E-9, they are considered by the selection board as directed by the Chief of Naval Personnel

• Standard score—The exam score weighs heavily in the final multiple for each paygrade. If you fail the exam, you will not be advanced. There are standards which must be met even on a discriminating exam. A person must have at least a recognizable minimum of should know knowledge.

· Performance factor-These points are awarded for performance evaluations over a given period which varies from

paygrade to paygrade.

Length of service-Points for length of service are determined by subtracting the number of years served in the current paygrade from the number of years served on active duty; add 15 to that figure for E-4 and E-5, 19 for E-6.

- Time in rate Points for time in rate are computed by multiplying the number of years served in the current paygrade by two and then adding 15 for E-4 and E-5. 19 for E-6.
- Awards—Some medals and awards are worth final multiple points. The Manual for Advancement (BUPERS-

INST 1430.16) contains a list of medals and awards and the number of points assigned to each. The maximum number of points possible is 10 for E-4 and E-5, 12 for E-6.

· PNA points are determined by NETPDC and assigned to those who have previously passed an exam in their paygrade but have not been advanced. Navy officials have long felt that recognition was due those who scored well on advancement exams but were not advanced. So, in 1972, the PNA point system was developed. It was a compromise between requiring all candidates to start from scratch with each exam cycle, and not requiring them to retake the advancement exam. To qualify for PNA points a candidate must have achieved a relatively high score on previous exams and received high performance marks. Points are automatically awarded by NETPDC and range from .5 to 3 points per exam to a maximum of 10 for E-4/E-5 and 12 for E-6.

150 questions asked. But, if it is 15 points higher than the next best score, it's a very good score. A Navy Standard Score of 79 or 80 makes the raw score of 102 immediately recognizable as excellent.

### The Final Multiple

The Chief of Naval Operations determines how many candidates in each rate from E-4 through E-9 can be advanced and tells the exam center the quotas for each paygrade in each rating. Quotas are based on manning requirements and projected losses due to retirements, discharges, advancements, deaths, etc.

The final multiple for advancement to E-4 through E-6 consists of points awarded for the exam score, performance marks, length of service, time in rate, awards, and passed not advanced (PNA) points. Table 4, Figuring the Final Multiple, depicts final multiple computations for E-4 through E-9.

For advancement to E-7 through E-9, the final multiple determines who will be "selection board eligible." Those who have been so designated will have their service records reviewed by the appropriate board which convenes annually. Requirements sought by selection boards vary from year to year, but usually they look for leadership capability and experience, off-duty education, time at sea, and support of the Navy's equal opportunity goals.

### One Final Look

Every Navy person seeking advancement must demonstrate leadership ability, possess sufficient military and professional knowledge, and be recommended by the commanding officer. In general—and in summation—each candidate must:

- Have the required time in rate.
- Demonstrate an understanding of the information in mandatory rate

training manuals and non-resident career courses.

- Demonstrate ability to perform tasks listed in the Personnel Advancement Requirements (PAR), NavPers-1414/4.
- Be certified by the commanding officer to be eligible in all respects for advancement.
- PO3 and PO2 candidates must pass a locally administered military leadership examination.
- Demonstrate knowledge of the technical aspects of the next rate by passing a Navywide advancement exam. (E-8 and E-9 candidates who qualify as "selection board eligible" shall retain such eligibility for three consecutive years provided their eligibility is revalidated annually.)

Meeting all these requirements cannot guarantee that any one person will be advanced. However, the advancement system *does* guarantee that all persons within a particular rate will compete equally for vacancies.



# Regular or Early – Which Candidate Are You?

All candidates must meet the time in rate (TIR) eligibility requirements in order to participate on a Navywide examination for advancement in rate. However, under the new Early Advancement System, there are two types of candidates—Regular and Early. Regular candidates are those test passers who meet Department of Defense (DOD) Total Active Federal Military Service (TAFMS) requirements (shown below). Early candidates are test passers who do not yet meet the DOD TAFMS requirements.

DOD T	AFMS	Require	ements
E-2	E-3	E-4	E-5
6 mos	1 yr	2 yrs	3 yrs
E-6	E-7	E-8	E-9
7 yrs	11 yrs	16 yrs	19 yrs

Determination of who will be advanced to E-4/5/6 will depend on an individual's relative standing among his rating peers as measured by his final multiple score (FMS). Just as the numbers of early candidates who may be selected for advancement to E-7/8/9 must be controlled to remain within DOD-imposed TAFMS constraints, the number of early E-4/5/6 advancements must be controlled. This is accomplished by establishment of an Early Eligibility Zone. An early candidate who ranks within this zone may be advanced if the advancement quota for his rating is large enough. The Early Eligibility Zone's size (percentage) shall be established by a complex computer iteration process in order to maximize the numbers of early candidates who may be considered for advancement.

As an example of how the selection process works, consider the following:

Suppose that 11 candidates are competing for advancement to first class petty officer in the XYZ rating, and that due to vacancies, seven advancements may be authorized. A listing of candidates, in order by Final Multiple Score (FMS), might look like the listing in Table 5.

Note that 10 candidates passed the exam and had an FMS calculated. Also, the number selected for advancement is seven—the quota required to fill available vacancies.

For Early candidates ('E') to have been selected for advancement, they had to achieve an FMS of 195.16 or higher. Two early candidates did not achieve this score and thus may not be advanced, regardless of the quota, due to DOD TAFMS constraints. In this example, the Early Eligibility Zone was set at 40 percent of the test passers and candidates 2 and 3 had an FMS high enough to qualify them for selection. Regular candidates have a slightly increased opportunity for advancement since an FMS of 183.03 or above will qualify then for selection.

Navy personnel planners indicate that the Early Eligibility Zone (percentage) will vary from exam to exam and by paygrade. At E-4 and E-5, normally the early zone cutoff, FMS and selection FMS will be close, if not identical, i.e., 100 percent early zone. For E-6, the example above should be typical.

Table 5. Cutoff Score Determination					
Candidate	e FMS	Status			
1 2	207.65 E201.65	Selectee Selectee			
3	E197.18	Selectee			
4	195.16	Selectee			
Early Eligibility Zone Cutoff Score					
5	193.16	Selectee			
6 7	190.61 E188.30	Selectee PNA*			
8	183.03	Selectee			
Selection					
Cutoff Score					
9	182.15 E179.32	PNA PNA			
11		Fail			
*PNA—Passed Not	Advanced				



# Reenlistment Incentives

Why does a person reenlist in the Navy? Chances are, if you asked 10 career Navy people this question you'd get 10 different answers. You'd get

similar results if you asked 10 civilians why they stayed with a particular company for a career. You'd probably find that their reasons are essentially the same as the reasons of those who choose the Navy.

Many incentives, tangible and intangible, attract a person to a particular career. The job is important. It's enjoyable because it's in line with the person's interests and abilities, and a comparable job may not be available elsewhere. The opportunities for advancement may be good. Perhaps the person can get more education and, subsequently, a better job, through the organization.

Then there are other considerations: job security, paid vacation, travel, family protection plans, retirement, and many other factors which enter into a person's decision and create yet another very important ingredient—loyalty. In most cases, a person chooses a career on the basis of a combination of these factors.

So it is in the Navy. A decision to reenlist is a personal choice.

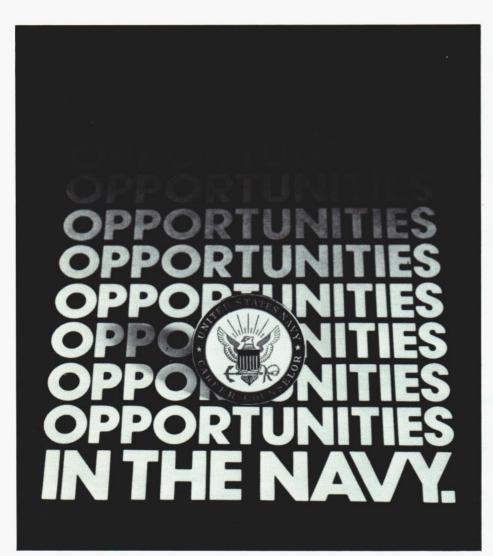
The material in this special issue involves long-term incentives for making the Navy a career. This chapter examines reenlistment incentives.



### **Guaranteed Assignment**

Puerto Rico, Spain, the Bahamas, the Far East—reenlistment can be your ticket to an exotic duty station.

The Navy can guarantee you an assignment of your choice as a reenlistment incentive under the Guaranteed Assignment Retention Detailing (GUARD III) program which replaces



GUARD I and GUARD II. A nice feature of this program is that you can have your orders in your left hand before you raise your right hand to reenlist.

The GUARD III program offers you two guaranteed assignments, the first of which must be used at your first reenlistment. The second can be used at any reenlistment point before your 25th year of service. If you have already received two guaranteed assignments under the GUARD I or GUARD II programs, you can get a third guaranteed assignment under GUARD III.

The Navy defines a guaranteed assignment as either a type ship or home port for sea duty or a specific geographical area for shore duty.

To be eligible for GUARD III you must:

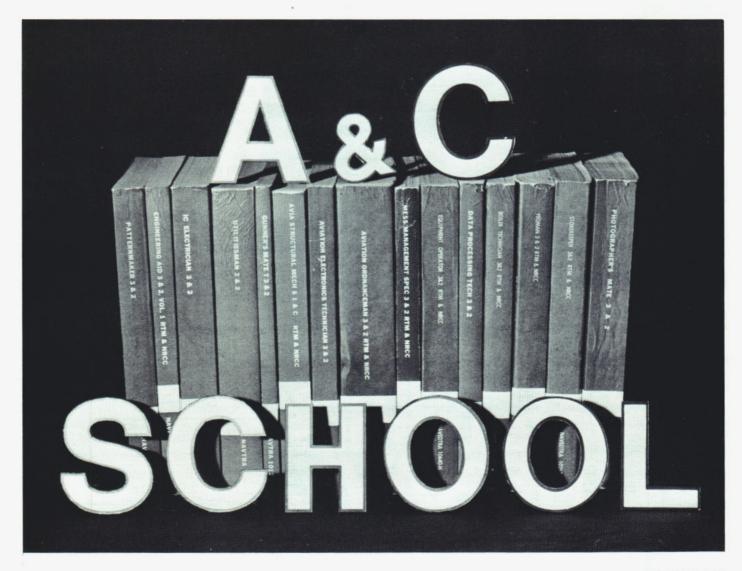
- ◆Be a designated striker (refer to BUPERSINST 1133.22) or E-4 to E-9 with two or more years' active service, but less than 25 years' service.
- •Not be under PCS orders at the time of application.
- Be within six months of expiration of active obligated service (EAOS).
- •Have a consistent record of above average performance or a demonstrated trend toward improved performance.
- •Be recommended for reenlistment. First-termers get a GUARD III letter from their detailer about six months before EAOS, if they haven't previously contacted their detailer. This letter lists the GUARD III assignment options available to people in their rate. A person can reenlist under GUARD III before an extension they have signed becomes operative, but they will not be

actively solicited to do so. Similarly, solicitation won't be made for the second guaranteed assignment because it may be used at the member's discretion anytime before the 25-year mark.

### **Selective Training** and Reenlistment

Education and advancement in your present rate may be more important to you than a guaranteed duty assignment. If this is your choice, you can hitch up to a STAR, the Navy Selective Training and Reenlistment program. For a sixyear reenlistment, the STAR program guarantees:

◆Assignment to an appropriate "A" or "C" school, or "C" school package (package of different schools training students for a specific skill).



- Automatic advancement to petty officer second class upon completion of a class "A" school, or "C" school package, listed on the Career School Listing (CSL), if otherwise eligible.
- Selective Reenlistment Bonus, if eligible.

To qualify for STAR you must:

- Be in a critical NEC or any rating in CREO groups A, B, C or D.
- Be a first term PO2, PO3 or designated striker.
- Have at least 21 months but not more than five years' continuous active naval service and not more than eight years' active service.
- Meet the minimum test score requirements for the class "A" school.

### Selective Conversion and Reenlistment

Occasionally Navy people feel "stuck" in their jobs—positions may not be in line with their interests. The Navy wants its people to serve in the rate or rating

in which they have the greatest interest and aptitude. As a result, the Navy has tailored the Selective Conversion and Reenlistment (SCORE) program for Navy people wishing to change to fields offering greater career potential.

A six-year obligation under the SCORE program offers these incentives to members reenlisting for conversion to critically undermanned rates:

- Guaranteed assignment to class "A" school with automatic conversion of rating upon satisfactory completion of that school or direct conversion if switching to a similar skill.
- Automatic advancement to petty officer second class upon completion of the "C" school or "C" school package, if same appears on the current Career School Listing (CSL).
- Guaranteed assignment to an appropriate class "C" school or "C" school package, if available.
- Selective Reenlistment Bonus, if otherwise eligible.

To qualify for the SCORE program



- Be in any rating in CREO groups B, C, D or E.
- Be a PO1, PO2, PO3 or identified striker.
- Meet minimum test scores for entry into appropriate class "A" school.
- Must be within 12 months of EAOS as extended.

There are two programs similar to SCORE for reenlistees with broken service or for veterans entering the Navy after serving in another branch.

RESCORE is offered to Navy veterans and carries the same benefits and eligibility requirements as SCORE.

Prior Service (PRISE) II offers all veterans guaranteed class "A" school in a field other than that in which they previously served.

### Selective Reenlistment Bonus

Members serving in certain critical ratings or NECs may be entitled to a Selective Reenlistment Bonus for reenlisting or extending their enlistments for at least three years. The Selective Reenlistment Bonus can be as much as \$12,000 (\$15,000 for nuclear field). It is offered to increase the number of reenlistments in ratings where retention is insufficient to man the rating adequately.

The Selective Reenlistment Bonus has two award zones: A and B. Zone A is awarded to members who have completed at least 21 months of continuous naval service (excluding ACDUTRA), but not more than six years' of total active military service preceding the date of reenlistment or operative date of extension. The reguired 21 months of continuous active naval service need not have been completed immediately prior to the qualifying reenlistment/operative extension date. The reenlistment or extension must yield a combined total of 6 years' active service.

Zone B is paid to members who have completed more than six but less than 10 years of active military service. The reenlistment or extension must yield at least 10 years' total active service when



combined with all prior service. Selective Reenlistment Bonus payments may be made either in a lump sum payment or in equal annual installments. For personnel who elect installment payments, the initial payment will normally be made on the date of reenlistment or the date a member begins serving in the extension. Later installments of Zone A SRB are payable each year on the reenlistment anniversary date. Later installments of Zone B SRB are payable on the reenlistment anniversary dates which occur before the individual completes 12 years of active service. In either case, where there is lost time (exceeding your leave balance, UA, brig time, etc.), the subsequent installments will be delayed by the number of days' lost time.

An example of how to compute SRB is shown at right.

### **Regular Reenlistment Bonus**

Members who were on active duty on June 1, 1974, may be eligible for the Regular Reenlistment Bonus (RRB). It may not exceed a cumulative total of \$2,000 during a member's career. The bonus is paid in full when the member reenlists and is computed as follows:

First reenlistment: Amount equal to member's monthly base pay at the time of discharge, multiplied by the number of years for which a member reenlists.

Second reenlistment: Amount equal to two-thirds of a member's monthly base pay multiplied by the number of years for which the member reenlists.

Third reenlistment: Amount equal to one-third of a member's monthly base pay multiplied by the number of years for which a member reenlists.

Fourth and subsequent reenlistments: Amount equal to one-sixth a member's monthly base pay multiplied by the number of years for which the member reenlists.

If a member is eligible for both the Regular Reenlistment Bonus and the Selective Reenlistment Bonus, the member may elect one or the other. If a member has previously received an SRB or VRB of less than \$2,000 and is eligible for RRB, he or she may then draw the difference between the SRB/VRB and

the \$2,000 RRB. If the SRB/VRB received was/is greater than \$2,000, eligibility for RRB is void.

### **Career Information**

All of the programs in this article deal with specific reenlistment incentives. The Navy also offers a variety of career alternatives that do not require you to ship over. Your Navy Counselor or Command Career Counselor is your source of information.

The Navy Counselor or Command Career Counselor is the primary source for accurate, up-to-date information about career policies and programs. He or she can provide not only career information, but facts about education programs and veterans' benefits as well.

Additionally, your leading petty officer, division officer, department head, and admin/personnel officer can provide information on career programs you may be interested in.

Talk about your future plans—whatever they may be—with your career counselor. He or she can provide valuable advice and inform you of alternatives you may not have considered. If you decide to reenlist, your career counselor will make the arrangements. But whatever you decide, the choice is yours.

# Computing Your Selective Reenlistment Bonus

Scott X. Brown enlisted in the Navy for four years in June 1976. After completing boot camp, he was assigned to the deck force on USS *Under Way*, homeported in Norfolk. Now, four years later, he is Signalman Third Class Scott X. Brown. If he chooses to reenlist, he can cash in on a sizable bonus because signalman is one of the rates eligible for SRB.

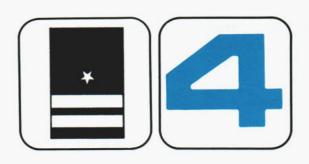
To compute Brown's SRB, we take his monthly base pay \$603.90 for an E-4 over three) and multiply that by the appropriate Zone A SRB award level (SM receives SRB award level 2). Now multiply that sum by the number of years for which Brown is willing to reenlist (in this case, six). Brown's total SRB is \$7,246.80 before taxes.

At the same time, Brown's LPO, Signalman First Class Richard Smith, is nearing the end of his second hitch and has decided to reenlist. As an SM1 who has completed eight years in the Navy, Smith is eligible for a Zone B Selective Reenlistment Bonus. So, Smith asks, "How much will I get?"

To compute Smith's reenlistment bonus, take his monthly base pay (\$786.00 for an E-6 over six) and multiply by his Zone B SRB award level (3), then multiply the sum by the number of years for which he is willing to reenlist, excluding all obligated service over 12 years (because Smith has completed eight years' service, we use figure 4, the difference between the completed service and 12 years, even though Smith may be willing to obligate himself for more time). Smith's total Selective Reenlistment Bonus would be \$9.432.00.

Note: New entitlement will be reduced by the amount of previously obligated but unserved service.

Brown	Smith
\$603.90	\$786.00
2	3
\$1,207.80	\$2,358.00
6	4
\$7,246.80	\$9,432.00
	\$603.90 2 \$1,207.80 6



# Paths to a Commission

There are many paths to a Navy commission. There are commissioning programs for students in college and others for college graduates. Specialists in certain professional and scientific categories may qualify for a direct commission. Certain enlisted men and women who are outstanding performers may qualify for a commissioning program.

By providing many paths to a commission, then, the Navy can more effectively meet its personnel needs while taking into account a variety of individual circumstances and interests. The right road for each individual is determined by weighing and balancing two basic factors—what the Navy needs to man the fleet and what the person is qualified to do.

This chapter briefly describes the Navy's basic commissioning programs. Specific qualifications for entry into any of the programs may change from time to time because of the needs of the service or new legislation.



### **Naval Academy**

Each year, the Secretary of the Navy may appoint 85 enlisted men and women from the Regular Navy or Regular Marine Corps and 85 enlisted men and women from the Naval or Marine Corps Reserve (active or inactive) to the Naval Academy at Annapolis, Md. Under the provisions of Public Law 94-106, women are eligible for appointment and their qualifications generally are the same as those for men.

After rigorous competition, civilians may gain an appointment to the academy from their senators or congressional representatives, the Secretary of the Navy or the president. Those who qualify receive a fully subsidized undergraduate education which leads to a commission in the Navy or Marine Corps.

Students at the Naval Academy are appointed as midshipmen, U.S. Navy, and receive pay equal to about one-half an ensign's basic monthly pay, plus tuition, room, and board. Upon graduation they are awarded a bachelor of science degree in one of 18 majors and an ensign's or second lieutenant's gold bars.

The basic, general requirements for an appointment to the Naval Academy are:

- Be a United States citizen.
- Be at least 17 but not older than 22 on July 1 of the entrance year.
- Be unmarried and have no children.
- · Possess a good scholastic raecord.
- Have a general classification test (GCT) plus arithmetic of at least 120.
- Be of good moral character.
- Be in excellent physical condition. Specific requirements differ somewhat according to individual status at time of application.

### **Naval Academy Preparatory School**

The Naval Academy Preparatory School (NAPS) is located in Newport, R.I., as a part of the Naval Education and Training Center. With up to 300 male and female students, the school offers a balanced academic, military and physical program patterned after the Naval Academy.

Academically, the school teaches at three levels of difficulty in mathematics, chemistry, physics and English, and teaches an introductory computing course in BASIC. The physical program encompasses testing, a physical education program, intramurals and a varsity sports program.

Although it's not a requirement in order to gain a Secretary of the Navy appointment to the academy, attendance at NAPS greatly enhances this opportunity for both regular and reserve members. OPNAVINST 1531.4C of 21 November 1979 has the latest information covering admission to the Naval Academy and NAPS. See your Career Counselor for details about these programs.

### **BOOST Program**

The Navy is engaged in a vigorous effort to ensure that opportunities for a career as a naval officer are open to persons who may have been educationally deprived, but who have demonstrated that they possess the fundamental qualities and desire necessary to gain a commission. To help those people achieve their potential, the Navy developed the Broadened Opportunity For Officer Selection and Training Program (BOOST). BOOST prepares selected individuals for possible entrance into officer training programs (U.S. Naval Academy and NROTC).

A military staff provides physical fitness training, general military training, and counseling for students. A civilian staff teaches the academic curriculum.

General eligibility requirements are:

• Be an enlisted member on active

duty in the Navy or Naval Reserve or a civilian agreeing to enlist for four years with BOOST school guarantee.

 Be highly motivated to become a commissioned officer and have the potential for professional growth if afforded the educational opportunity.

• Have 39 months of active obligated service as of March 1 of the year BOOST training commences, or agree to extend enlistment or active duty agreement to accumulate the 39 months. If nominated for an appointment to the Naval Academy or NROTC upon completion of BOOST, the member must agree to accept the four years of obligated service

for orders to further training.

◆ To qualify for entrance to the Naval Academy upon completion of BOOST training, the member must be unmarried and have no children.

• Be at least 17 years old and not have passed the 20th birthday on June 30 of the year entering BOOST, for NROTC, or not have passed the 21st birthday on July 1 of the year entering BOOST for USNA

 Be able to meet the physical requirements prescribed for each officer program.

• Have no record of conviction by court-martial, or by civil court (other

than for minor traffic violations).

• Meet high standards of personal conduct, character, patriotism, sense of duty, and financial responsibility.

• Be a high school graduate. Applicants who are not may apply and obtain a high school certificate during participation, based on military educational experience and GED test results.

 Have taken SAT or ACT within 12 months preceding application deadline date.

 Have a minimum GCT/ARI score of 100. This requirement cannot be waived.

 Be recommended by the commanding officer.

The BOOST Program is conducted at the Naval Training Command, San Diego, Calif.



The Enlisted Commissioning Program provides enlisted personnel with previous college credit a full-time opportunity to complete requirements for a baccalaureate and earn a commission in the unrestricted line via Officer Candidate School. General eligibility requirements are:

• Be a U.S. citizen.

Be serving on active duty.

• Have between 4 and 11 years' time in service.

• Be at least 22 years of age but not have passed the 31st birthday.

Be physically qualified for appointment in the unrestricted line.

 Have no record of conviction by court-martial or civil court, other than minor traffic violations.

• Meet high standards of personal conduct, character, patriotism, sense of duty, and financial responsibility.

• Have a cumulative grade point average of 2.3 on a 4.0 scale from all college-level courses completed.

• Be recommended by the commanding officer.

ECP Officer Candidates will receive full pay and allowances. However, they will be responsible for paying all educational expenses. Six years of active enlisted service will be incurred from the



date of enrollment in the ECP. Four years of active commissioned service will be incurred upon commissioning.

### **Warrant Officer Program**

The Warrant Officer Program (along with the Limited Duty Officer Program) is one of the primary enlisted-to-officer programs that does not require a college education. Warrant officers provide technical expertise at a relatively stable grade level in the officer structure.

General eligibility requirements are:

- · Be a U.S. citizen.
- Be serving on active duty as a chief petty officer in the Regular Navy, Naval Reserve or TAR program at the time of application.
- Be physically qualified for appointment to warrant officer.
- Be a high school graduate or possess a service-accepted equivalent.
- Have no record of conviction by court-martial nor conviction by civil court for offenses other than minor traffic violations for two years preceding January 16 of the year of application.
- Be recommended by one's commanding officer.

Personnel in paygrade E-7 through E-9 must have completed at least 12 but not more than 20 years of active naval service as of January 16 of the year in which application is made.

### **Limited Duty Officer Program**

The Limited Duty Officer Program is another enlisted-to-officer program that does not require a college education. The limited duty officer meets the Navy's needs for officer technology management skills through the mid-grade officer level.

General eligibility requirements are the same as those of the Warrant Officer Program with the following exceptions:

• Be serving as a petty officer first class or chief petty officer (E-6, 7, or 8) on January 16 of the year in which application is made. If the member is a PO1, he must have served in that capacity for at least one year as of January 16 of the

year of application.

- Must have completed at least eight, but not more than 16 years of active naval service on January 16 of the year of application.
- PO1 applicants must complete all performance tests, practical factors, training courses, and service schools required for chief petty officer. Additionally, each PO1 applicant must successfully compete in the annual Navywide examination for advancement to CPO administered in January/February of the year of application.
- (1) A candidate whose final exam multiple is equal to or greater than that required to be CPO selection board eligible will be considered LDO selection eligible.
- (2) A PO1 is exempt from this requirement when authorization for advancement to CPO has been received by the commanding officer.

### **Naval Reserve Officer Programs**

There are two officer programs which lead to an appointment in the Naval Reserve for enlisted members who possess a baccalaureate or higher: Officer Candidate School and the Aviation Program.



### Officer Candidate School Program -

This OCS program provides 16 weeks of officer indoctrination training at the Naval Education and Training Center, Newport, R.I. The program is open to male and female personnel except for the nuclear power program (submarine and surface) which is not open to women. Selectees in paygrades E-4 and below are designated officer candidates and advanced to E-5 upon reporting to OCS. Enlisted applicants in paygrade E-5 and above are designated officer candidates in their current paygrade. The curriculum comprises an intensive program in naval science and human relations management. General eligibility requirements are:

- Be a U.S. citizen.
- Possess a bachelor's or higher degree from an accredited college or university.
  - · Be physically qualified.
- Current service members must be entitled to an honorable discharge; be serving on active duty in any rate and rating; and have at least six months of obligated service remaining on current enlistment upon receipt of orders to most schools.
- Be of good moral character and have good personal habits.
- Women applicants must meet the dependency requirements outlined in BUPERSINST 1120.35G.

All successful OCS candidates must retain their Naval Reserve commissions for six years.

Aviation Program – The Aviation Program provides an avenue to commissioned service for male and female applicants interested in serving as Naval Aviators, Naval Flight Officers, Intelligence Officers, or Aviation Maintenance Duty Officers. Enlisted members selected for the program are designated officer candidates and advanced to paygrade E-5 upon reporting to Aviation Officer Candidate School, Pensacola, Fla. After successful completion of 16 weeks' training, candidates are commissioned ensigns in the Naval Reserve.

Members desiring pilot training enter the Aviation Officer Candidate Program (AOC) and after commissioning con-

tinue their flight training for 12 to 18 months. Following successful completion of the additional flight training, the candidates are designated Naval Aviators and must serve on active duty for five years.

Naval Flight Officer Candidates (NFOC), after commissioning, will continue their training leading to designation as Naval Flight Officers and must serve on active duty for five years.

Candidates selected for the Intelligence Program (NAOC-AI) and the Aviation Maintenance Duty Officer Program (AMDO) will undergo additional training following commissioning and must serve on active duty for four years in commissioned grade.

The general requirements for the Aviation Program are the same as for OCS except applicants for the Aviation Program will be administered the Aviation Selection Test (AST) battery.

Applicants for the Aviation Program

also must meet additional physical requirements.

### **NROTC Scholarship Program**

The NROTC Scholarship Program leads to appointment as an officer of the Regular Navy or Marine Corps in the grade of ensign or second lieutenant. The NROTC programs are maintained to educate and train well-qualified men and women for careers as commissioned officers. Only persons who are reasonably disposed to making the Navy or Marine Corps a career should apply for this program.

General eligibility requirements are:

- Be a U.S. citizen.
- Be under 25 years old on June 30 of the year of commissioning.
- Be a high school graduate or possess an equivalency certificate.
  - · Be physically qualified.
  - · Be morally qualified and possess

officer-like qualities and character.

- Have no moral obligations or personal convictions which would prevent conscientiously supporting and defending the Constitution of the United States against all enemies.
- Have no record of military or civil offenses.

# Medical Programs Leading to Commission

Navy medicine offers an alternative to the administrative burden and expense of private practice by giving physicians, dentists and medical service officers a chance to practice in an atmosphere where decisions can be based solely on medical considerations.

Medical Service Corps of the Naval Reserve—This program is open to qualified enlisted members on active duty and leads to an appointment to commissioned status in the various sections of the Medical Service Corps, U.S. Naval Reserve. A sampling of the fields in which a Medical Service Corps officer might work include bacteriology, biochemistry, hematology, physics, virology, and radiobiology.

General requirements for entry into the program are:

- Be a U.S. citizen.
- Be within the maximum age limit at time of appointment: LT-39; LTJG-38; and ENS-31.
- Be physically qualified in accordance with standards set forth in the Manual of the Medical Department for Staff Corps of the Naval Reserve.
- Must meet professional requirements for entry into the chosen field—all candidates must have at least a baccalaureate in some medical science or related subject.

Health Care Administration Section of Medical Service Corps—Regular Navy—The Medical Service Corps Inservice Procurement Program is a continuing program which provides a path of advancement to commissioned officer status for senior Regular Navy HM and DT personnel in paygrades E-6 through E-9 who possess the necessary potential, outstanding qualifications and motivation. This program is extremely



competitive and enlisted personnel aspiring toward appointment in the Medical Service Corps should begin preparation early in their careers through a sound self-improvement program.

General eligibility requirements for selection are:

- Applicant must be a member of the Regular Navy serving as an HM or DT in paygrades E-6 through E-9.
  - Be a U.S. citizen.
- Must be at least 21 years old and must not have reached age 35 as of October 1 of the calendar year in which appointment can first be made. Women applicants must be at least 21 and under 32 years of age on date of appointment (this is a legal restriction imposed by Title 10, U.S. Code).
- Must meet the physical standards prescribed for officer candidates.
- Have no record of conviction by court-martial for the two fiscal years preceding the date of application.
- Have a combined GCT/ARI score of at least 115.
- Be a high school graduate or equivalent.
- Must pass a professional examination administered by the Medical Service Corps. The exam tests knowledge of personnel administration patient affairs, military justice, Navy customs and traditions, and general Navy orientation in addition to their pertinent disciplines.

Uniformed Services University of the Health Sciences—This is a four-year accredited medical school which accepts applications from members of the uniformed services who have at least a baccalaureate and the academic background to qualify for entry. Students serve in paygrade 0-1 while in the program, rgardless of previous rank, and are promoted to paygrade 0-3 upon graduation. Graduates incur a seven-year service obligation, and receive a Doctor of Medicine degree. General eligibility requirements are:

- Be a U.S. citizen.
- Be between the ages of 18 and 28.
- Hold a baccalaureate from an accredited university or college.
- Meet the physical qualifications for commissioning.





# Officer Promotions

Long ago, the Navy recognized that the finest ships and best trained crews were only as effective as the officers who commanded them. Consequently, the sea service has always sought the most capable men and women for the officer corps and encouraged them to advance as far as their abilities permitted.

Laws and regulations governing the promotion of naval officers are the product of more than 200 years' experience, and ensure that all officers receive impartial consideration based solely on their capabilities and experience. This chapter discusses all aspects of the officer promotion system.



### **Prescribed Number**

The Navy's officer corps is structured like a pyramid. Starting with a broad base of more than 61,000 junior officers, it rises to 261 flag officers near the pinnacle and one, the Chief of Naval Operations, at the top. Obviously, all officers can't reach the top; however, all have equal opportunity to reach the top grades in their specialties. Demonstrated professionalism, education and experience ultimately determine how far each will advance. The needs of the Navy dictate actual promotion opportunity based on the "3-Ps": prescribed number, promotion flow point, and promotion percentage.

At least once a year, the Secretary of the Navy determines how many unrestricted line (URL) and limited duty officers (LDO) will be needed. The specific numbers of restricted line and staff corps officers to be promoted to flag rank are also set, as well as the number of officers in these categories to be promoted to the combined grades of lieutenant commander, commander and captain. Vacancies occur whenever the actual number of officers in a grade (or combination of grades) falls below the prescribed requirement.

### **Promotion Flow Point**

The predetermined amount of commissioned service normally required for promotion is called the promotion flow point. Officers reach the *promotion zone* to the next higher grade in the fiscal year in which they attain the following amounts of commissioned service:

To Grade Of	Promotion Flow point
LTJG	2 years
LT	4 years
LCDR	9 years
CDR	14-15 years
CAPT	21-22 years
RADM	25 years

Though it's possible to be selected to some grades in less time ("below the zone" selection) or in more time ("above the zone" selection), officer promotions closely follow the timetable set by the promotion flow points.

### **Promotion Percentage**

The third opportunity factor is promotion percentage. It is calculated by dividing the number of vacancies to be filled in a grade by the number of officers in the promotion zone (vacancies  $\div$  eligible). For example, if 60 URL selections are authorized to fill 60 vacancies and the zone contains 100 officers, then the promotion percentage would be 60 percent (60  $\div$  100 = .600).

By law, restricted line categories are guaranteed not less than the *line fraction* promotion percentage. (This is a difficult concept to grasp, but the difference between promotion percentage and "fraction promotion percentage" is important). For example, a zone of 12 line officers at a promotion percentage of 60 percent results in seven selections  $(12 \times .60 = 7.2 \text{ selections})$ . A fraction of one-half or more is counted as one; a fraction of less than one-half is disregarded.

The same figures applied to the restricted line, however, would result in *eight* selections because the percentage of those selected based on the number in zone must be equal to or greater than the line promotion percentage of 60 percent. Seven restricted line selections would give a 58.3 fraction promotion percentage ( $7 \div 12 = .583$ ), so, eight selections are needed ( $8 \div 12 = .666$ ) to meet legal requirements.

Medical Service, Judge Advocate General, Chaplain and Nurse Corps officers are authorized an opportunity for promotion to the grade of lieutenant commander equal to the number of officers in the promotion zone. At grades above lieutenant commander, the promotion percentages for these staff corps officers are at least equal to the line fraction promotion percentages.

In the Supply Corps and Civil Engineering Corps, the promotion per-

centages to all grades are equal to the line fraction.

In all of the armed forces, Medical Corps and Dental Corps officers below flag and general officer grades are provided uniform promotions under regulations prescribed by the Secretary of Defense as set forth in DOD Directive 1320.7 of July 8, 1976.

Women officers of the line, Chaplain Corps, Civil Engineer Corps and Supply Corps are authorized an opportunity for promotion to lieutenant equal to the total number of officers eligible for consideration by the selection board.

For grades above lieutenant, the line fraction promotion percentages are authorized for women officers of the Civil Engineer Corps, Chaplain Corps and Supply Corps. Promotion percentages for women line officers is determined similarly to the promotion percentages for male line officers. Women officers of the Medical, Dental, JAG, Nurse and Medical Service Corps are subject to the same status and conditions as male officers of those corps.

### 1981 Promotion Plan

The promotion plan for FY 1981 for the URL is shown in the accompanying table. (By law, the Navy is allowed a set number of URL officers in each grade. URL selections control, to a large extent, selections in all other categories.)

The accompanying table shows how the 3-Ps are brought together to determine actual promotion opportunity. Ensigns are not subject to selection to LTJG as such, but automatically become eligible after 24 months' commissioned service, pending Senate confirmation. Specific promotion numbers are not shown for the grades of lieutenant and below because changes in total strength during the fiscal year would affect that need. This flexibility must be available to permit response to budget cuts or increases, ships being decommissioned or commissioned, and all other events which may affect the Navy's need for officers.

### **Determining the Promotion Plan**

Vacancies are estimated annually for each officer group based on attrition data. Officials use that information to make five-year projections for the grades of lieutenant commander, commander and captain in the URL. Vacancy estimates aren't required for the grades of lieutenant (junior grade) or lieutenant.

The promotion plan for each grade is based on the grade's five-year projection of vacancies. Projections take into account the following data:

- Navy's total officer requirements.
- Navy's officer requirement in each grade and specialty.
- Size of previous non-selected community.
- Affect of the unequal size of succeeding year groups.
- Total affect of the 3-Ps in providing equal opportunity for advancement.

Every promotion plan contains the following elements: identification of the grade and category of officer; estimated vacancies; planned number of selectees; promotion percentage; number of of-

ficers in the zone; total number of officers eligible for promotion; the senior and junior officers eligible for promotion in the zone; and the junior officers eligible below the zone.

The exact number of officers in the selection zone for any grade is determined by applying the promotion percentage to the number of selections authorized by SecNav. For example, if 60 selections are authorized (because there are 60 vacancies in a grade) and the promotion percentage is 60 percent, the zone will contain 100 officers (promotion percentage  $\times$  size of zone = vacancies to be filled or .60X = 60 and solve for "X").

Once it has been determined that the zone size is 100, the junior officer in the zone is determined. In this case, the junior officer is found by counting down 99 names of URL officers below the senior eligible officer who has not previously failed-of-selection to the grade in question. The 100th name is that of the last officer in the zone.

Selection boards are tasked with recommending for promotion those eligible officers who, in the board's opinion, have the most potential for future naval service in the next higher grade. The board's primary field of search is the promotion zone. However, every officer who is eligible before the board is a potential candidate. The board is not restricted in making its selections from officers who are above the zone, but no more than a prescribed percentage of the total selections may be made from below the zone.

The status of having failed-of-selec-

Table 6. FY 1981 Promotion Plan for URL						
TO GRADE	PROMOTION FLOW POINT	PROMOTION PERCENTAGE	PRESCRIBED NUMBER (FY 1981)			
ENS LTJG LT LCDR CDR CAPT	2 years 4 years 9 years 14-15 years 21-22 years	All considered qualified A number equal to the number-in-zone. 95 percent 85 percent 70 percent	Adjusted periodically to meet authorized end strength  6,055 3,680 1,830			

tion for promotion previously doesn't prejudice an officer with respect to qualifications, fitness for naval service or eligibility for selection in the future. The Navy realizes that not all officers can be selected when a particular year group is under consideration because there are fewer vacancies to fill than there are eligible, capable officers. (Consideration for selection, however, doesn't extend to retired officers on active duty since they are, by law, ineligible for consideration.)

Although a selection board may select officers above or below the zone, whenever this is done, the in-zone opportunity is reduced by the number of officers selected out of the zone.

### Temporary & Permanent Promotions

All regular Navy and Naval Reserve promotions above the grade of lieutenant (junior grade) are temporary appointments (with the exception of appointments given to certain women officers). Temporary promotions are made from officers on promotion lists (meaning, officers who have been selected by a board and put on a list in order of seniority) as vacancies in the temporary

grade structure of the line occur. Ensigns are promoted to lieutenant (junior grade) with Senate approval, when they attain two years' commissioned service.

Staff corps officers on promotion lists are promoted when vacancies occur for their running mates. Each staff corps officer is assigned a running mate—the next senior URL officer on the lineal (seniority in the Navy) list. Each time a staff corps officer's running mate is in the zone, the staff corps officer is also in the zone. When on a promotion list, he is promoted when his running mate is promoted.

Promotions of women officers of the line, Supply Corps, Civil Engineer Corps and Chaplain Corps are affected by issuance of permanent appointments to officers on promotion lists.

Other permanent appointments are tendered on the basis of seniority, without additional selection by a board, as vacancies occur in the permanent grade structure of the Navy.

A permanent appointment may *not* be revoked, suspended or cancelled except by formal legal proceedings. A temporary appointment may be terminated by the President of the United States; the individual is then reverted

to his permanent grade or rate. Such terminations normally occur only in the event of drastic reductions in the size of the Navy. An officer doesn't normally serve under a temporary appointment in a grade more than one grade higher than his permanent rank.

### **Limited Duty Officer Promotion**

Promotion opportunity for LDOs to the grades of lieutenant (junior grade), lieutenant, lieutenant commander and commander closely approximate that of the URL officer. Promotion flow points and promotion percentages during FY 1981 are shown in Table 7.

### Warrant Officer Promotion Policies

Promotion flow points to permanent warrant officer grades are established by Title 10, U.S. Code, section 559. However, Title 10, U.S. Code, section 5787c, provides for temporary promotion of warrant officers under SecNav regulations outlined in the BuPers Manual, Article 2220200, and illustrated in Table 8.

An enlisted man selected for warrant officer is issued a permanent appoint-



ment to W-2. Temporary appointments to grades W-3 and W-4 are based on recommendations by a selection board. Selection opportunity to grades W-3 and W-4 is, by law, not less than 80 percent for permanent promotion and, by Sec Nav policy, not less than 80 percent for temporary promotions.

In FY 1981, warrant officers are being accorded 95 percent promotion opportunity to temporary W-3 and W-4, and 100 percent promotion opportunity to permanent W-3 and W-4. In grades above W-2, warrant officers are selected for temporary promotion to a higher grade and then, at some later date, selected for permanent appointment to that higher grade.

For FY 1981, a one-year-early, five-percent-below-the-zone selection opportunity has been established for temporary promotions of warrant officers to the grades W-3 and W-4.

### How the Selection Board Works

Each year, SecNav convenes selection boards to recommend active duty officers and reserve officers not on active duty for promotion.

Each selection board member takes an oath to perform the duties imposed by law without prejudice or partiality and having in view both the special fitness of officers and the efficiency of the naval service. No officer may be a member of two consecutive selection boards considering officers of the same grade and category for promotion.

No rules are prescribed by law about the detailed procedures to be followed by a board when it is deliberating, but deliberations may not be revealed unless specifically authorized by the Secretary of the Navy. Therefore, a person who was not a member of a particular board could not give valid reasons as to why an individual was or wasn't selected.

Active duty selection board membership varies according to the grade and designator of officers under consideration for promotion. A brief summary of the usual selection board composition follows.

To Grade Of	Number And Grade Of Members		
Line:			
RADM/CAPT	Not less than		
	nine flag rank		
	officers (usually		
	12)		
CDR	Three RADMs		
	and six CAPTs		
LCDR/LT	One RADM and		
	eight CAPTs		
Staff: RADM	Thurs to nine		
RADW	Three to nine flag rank officers		
CARTICER			
CAPT/CDR/ LCDR/LT	One RADM and six CAPTs to one		
LODR/LI	RADM and nine		
	CAPTs		
Women:	Women officer		
Womon.	selection board		
	membership con-		
	sists of six to nine		
	officers serving		
	in grades pre-		
	scribed by		
	SecNav.		
	SECTION SECTION		

If reserve officers on active duty are being considered, the board membership includes an appropriate number of reserve officers. Alternate members from appropriate groups of officers restricted in the performance of duty are included on the line board to act when considering officers of these respective categories.

Selection boards appointed to consider reserve officers not on active duty, reserve officers on temporary active duty, and TAR officers are composed of five or more members, all senior to the officers considered. At least half the members are always reserve officers.

The recommendations of selection boards convened to select captains for promotion to rear admiral grades are submitted to the president for approval. Recommendations of all other boards are submitted to SecNav who, acting on behalf of the president, takes appropriate action.

Every officer being considered for promotion has the right to send a letter to the board calling attention to any matter of record concerning himself which he thinks is important to the deliberations. The communication, however, cannot criticize any officer or reflect upon the character, conduct or motive of any officer.

After a board has completed its tentative selections for promotion, it constitutes itself as a naval examining board to recommend for promotion those selectees who, in the opinion of the board, are professionally qualified to perform all duties of the next higher grade no matter the capacity in which they may be asked to serve.

TO GRADE		PROMOTION PERCENTAGE
LTJG	2 years	all considered qualified
LT	4 years	A number equal to the number in zone
LCDR CDR	9 years 15 years	95 percent 85 percent

GRADE	TEMPORARY TIME IN GRADE	PERMANENT TIME IN GRADE
W-2 to W-3	3 years	6 years
W-3 to W-4	3 years	6 years

There no longer is a grade of W-1.

**Table 8. Warrant Promotion Flow Points** 

### **Physical Fitness**

Before an officer may be promoted, he must be able to pass any physical examination which SecNav may prescribe for the grade. The Secretary has prescribed that an officer will be considered to be physically qualified if he/she is *not* in one of the following statuses at time of appointment:

- · Hospitalized.
- · On sick leave.
- Awaiting appearance before a physical evaluation board.
- Awaiting final action on the recommended findings of a physical evaluation board, board of medical survey, or a medical board.

Officers who are adjudged able to assume the duties and responsibilities of the next higher grade by the Chief of the Bureau of Medicine and Surgery, even though they do not meet normal physical qualifications because of wounds sustained in the line of duty, will be promoted. Officers who have been physically qualified for temporary appointment to a grade shall not be physically examined again for permanent appointment to that grade.

### **Appointment**

Officers recommended for promotion by a selection board are placed on a promotion list in the order of seniority in present grade. They remain on that list until removed by actual appointment to the next higher grade, retirement or other presidential action.

Before an appointment to a grade above lieutenant (junior grade) can be issued to officers on a promotion list, the following qualifications must be established: the officer must meet all professional qualifications established by a naval examining board; and all physical qualifications as outlined.

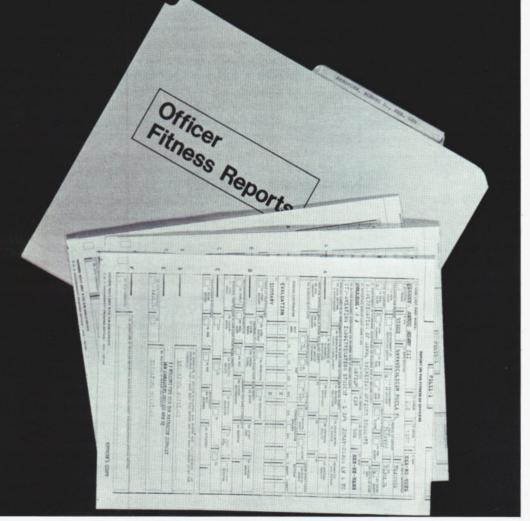
Before an appointment may be made, each officer must be nominated to the Senate by the president for confirmation. (When the Senate is not in session, ad interim appointments may be made until Senate confirmation can be obtained.) Appointment of reserve officers to grades of lieutenant commander, lieutenant and lieutenant (junior grade) do not require Senate confirmation.

All promotions are dependent upon the existence of a vacancy in the next higher grade in the case of URL and LDO officers. A restricted line officer is eligible for promotion to any grade below rear admiral when there is a vacancy for the URL officer next junior to him. Dates of these vacancies establish date-of-rank and effective date for pay purposes. All promotions are consumated when the appointment is signed by SecNav and accepted by the officers being promoted.

Procedures are slightly different when appointing ensigns to the grade of lieutenant (junior grade). These appointments are made under authority established monthly by SecNav notices, and are subject to the individuals remaining physically, mentally and professionally qualified. The appointments are delivered to the officers upon completion of two years' commissioned service and require their written acceptance to become effective. If an appointment to lieutenant (junior grade) is not delivered and accepted by the date an individual is initially eligible for promotion, he loses both pay and seniority.



Permanently appointed regular Navy lieutenants and lieutenants (junior grade) who twice fail of selection for promotion to the next higher grade are required by law to be honorably discharged with lump-sum severance pay not later than June 30 of the fiscal year in which the second failure occurs.



Should a selection board report that the record of a permanently commissioned officer in the Regular Navy, with less than 20 years' total commissioned service, indicates that performance has not been satisfactory in the present grade and that he would not perform satisfactorily in a higher grade, that officer must be honorably discharged with severance pay. The discharge must be effected no later than June 30 of the fiscal year in which the report is made. Regular Navy lieutenant commanders, commanders and captains who twice fail-of-selection to the next higher grade may continue to serve and remain eligible for promotion. However, upon completion of 20 (LCDR), 26 (CDR) and 30 (CAPT) years' total commissioned service, they are involuntarily retired if not on a promotion list.

Rules governing Naval Reserve officers who are considered as having failed-of-selection twice to the same grade are similar to the provisions for Regular Navy officers.

Officers appointed for temporary service, whose permanent status is warrant officer or enlisted, if twice failed-of-selection for temporary appointment to the next higher grade, are given the option of retirement in the present grade (if in all respects eligible therefor) or of reverting to their permanent status. (This procedure may be waived if it is detrimental to the needs of the service.)

Those temporary officers of the Regular Navy within two years of retirement eligibility may be retained on active duty until they are retirement eligible with approval of the Chief of Naval Personnel.

Naval Reserve officers serving on active duty who have twice failed-of-selection to the same grade, and who are within two years of retirement eligibility, will usually be continued on active duty until retirement eligible. Naval Reserve officers below the rank of lieutenant commander serving on active duty, who have twice failed-of-selection to the same grade and are not within two years of retirement, will be released from active duty.

All honorably discharged officers, except those in the TAR community who received severance pay, remain eligible for an appointment in the Naval Reserve so that they may continue serving in an inactive status and earn satisfactory years of service for retirement.

# **Occupational Specialties**

If you compile a list of every kind of leadership position in the civilian world — executive, managerial, professional, scientific and technical—you will find that there is a comparable occupation in the Navy officer corps.

Officer occupations are divided into unrestricted line, restricted line, and staff corps designations. Unrestricted line officers are trained to command the Navy's operating forces—ships, submarines, aircraft squadrons, operational staffs and fleets. Restricted line officers perform specialized duties in technical fields such as ship engineering, cryptology, public affairs, meteorology, and oceanography. Staff corps officers also have specialized duties; they serve in such areas as Supply, Civil Engineer, Judge Advocate General, Medical, Dental and Chaplain Corps.

What follows is a general listing of the occupational specialties available in today's Navy and a very brief description of each.

### **Unrestricted Line Officer**

The primary goal of the unrestricted line officer is to be able to qualify for command at sea. The officer's entire training, education and experience lead toward the single purpose of assuming command responsibility. A junior officer soon advances to intermediate command duties as a career pattern develops. Major command assignments come after years of training and experience only to those officers with outstanding abilities.

• Surface Warfare Officer—The successful completion of Surface Warfare Officer School plus shipboard experience will eventually allow a young officer to earn a Surface Warfare designator. These officers aspire for command at sea and every assignment they accept is another step toward that goal.

- Naval Aviation Officer—Navy pilots and Naval Flight Officers have the opportunity to attain command of air wings and squadrons, whether land-based or carrier-based. They may also command naval air stations and, if they meet the criteria for sea qualifications, be assigned as the commanding officer of an aircraft carrier.
- Submarine Warfare Officer—The Submarine Warfare Officer's goal is to attain command at sea of a submarine. Preparation will have included 50 weeks of nuclear power training and 12 weeks of submarine specialization before assignment to the nuclear submarine fleet.

### **Specialty Groups**

The specialty groups discussed here are by no means complete—it would take volumes to fully describe every officer occupation—but they do include a representative sampling of the wide range of professional skills employed in today's Navy.

- Engineering Duty Officer—A ship's engineering specialist is called the Engineering Duty Officer (ED). While the ED specializes in the entire field of ship engineering, officers may also pursue the technical specialties of ships and ship systems, electronic systems, combat/weapon systems and ordnance systems during their Navy careers.
- Special Duty Officer, Cryptology— These officers serve in the fleet, at shore activities overseas as well as in CONUS, and at major Navy and DOD headquarters and agencies. They perform duties involving the exploitation and security of electromagnetic signals and related aspects of electronic warfare in support of Navy and national intelligence and security requirements.
- Special Duty Officer, Geophysics —
   The geophysics community is primarily

involved in providing fleet environmental support; additionally the component sciences of oceanography, meteorology, and hydrography are applied across a broad spectrum of Navy, DOD, nonDOD, and international interfaces. Geophysics officers' billets are located throughout the world as well as on board large combatants and deep ocean and hydrographic survey vessels.

### Special Duty Officer, Intelligence —

The Intelligence Officer collects, analyzes, produces, and disseminates intelligence to define the threat for commanders both afloat and ashore. The Intelligence Officer is typically involved in presentation of the overall political/military situation and of potential opponents' capabilities, tactics and strategies.

- Aviation Maintenance Duty Officer—These officers are specialists in the field of naval aviation maintenance management. They oversee budgeting and solve complex problems at naval facilities ashore or aboard carriers. Additionally, they must have encyclopedic knowledge of aeronautical equipment and parts.
- Aeronautical Engineering Duty Officer—These officers are technically educated aviation officers serving in the restricted line who provide professional management and technical direction in the design, development, test and evaluation, procurement, production and logistic support of naval aircraft and airborne weapons plus their related support equipment.

- Nuclear Power Instructor and Nuclear Engineer—They are concerned with the safe development and use of nuclear energy and work as engineers in the Navy's Nuclear Power programs.
- Special Duty Officer, Public Affairs—This is a small, but select, group of communications professionals who handle internal and external informational needs.
- Supply Corps—Supply Corps Officers logistically support the Navy through work in the areas of inventory management, procurement, petroleum management, retail sales operations, transportation management and food service.
- Civil Engineering Corps—This corps plans, builds, and maintains the homes, schools, streets, parks, hospitals, scientific centers, airports, docks, canals and radio stations at naval shore establishments. They comprise a relatively small group of officers, all of whom are engineers or architects.
- Judge Advocate General's Corps —
  These are the Navy's lawyers. They handle such matters as the investigation of admiralty law cases, the drafting and negotiation of international agreements, the litigation or settlement of large court claims, and the prosecution and defense of certain criminal cases.
- •Chaplain Corps—These officers are qualified ministers, priests, or rabbis who minister to the spiritual needs of Navy, Marine Corps, and Coast Guard personnel and their dependents.
- Medical Corps (Physicians)— Navy doctors enjoy the opportunity to prac-

- tice their profession in an atmosphere where decisions can be based on medical considerations without regard to patients' ability to pay. They may specialize, go into general practice, or work on research projects.
- •Nurse Corps—Male and female nurses in this corps have the opportunity to engage in the full range of clinical nursing areas including operating room management, anesthesia and teaching.
- Dental Corps These are the Navy's dentists and, as such, they provide the very best in dental care to Navy people.
- Medical Service Corps Officers in the Medical Service Corps work closely with the Navy's physicians, dentists and nurses as specialists in such varied fields as audiology, bacteriology, biophysics, microbiology, entomology, environmental health, industrial hygiene, chemistry, radiophysics, health care administration and pharmacy.
- Special Warfare Officer—These officers are members of, and command the Sea, Air, Land (SEAL) and Underwater Demolition Teams. As senior officers, they aspire ultimately to command Special Warfare Groups.
- •Non-Warfare Officer—The non-warfare officer specializes in one or more areas of shore management while developing leadership skills through assignments involving increasing levels of responsibility. These officers (75 percent of whom are women) aspire to command of a major shore activity.
- Special Operations Officer—Three disciplines comprise this community of unrestricted line officers: diving and salvage; expendable ordnance management; and explosive ordnance disposal. These officers train for eventual command of ships and shore activities with missions associated with salvage and ordnance.
- ◆Training and Administration of the Reserve (TAR)—A TAR officer is a Naval Reservist serving on active duty for the purpose of managing the reserve component of the Navy. Assignments include duties in training, organizing, coordinating, instructing and administering inactive duty reservists and reserve units.



**ALL HANDS** 



# Pay and Allowances

No topic generates as much fantail discussion as pay and allowances. In this chapter we take a close look at this familiar, yet complex, subject.

Public Law 90-207 and the Federal Pay Comparability Act of 1970 are intended to ensure that military pay will continue to keep pace with civilian salaries by providing semi-automatic salary adjustments each October. Whenever statistics show salaries rising in private industry, pay raises are approved across the board for military personnel. The amount is determined by the president, based on statistics provided annually by the Department of Labor.

Military pay is composed of both pays and allowances for active duty personnel and deferred compensation for the member's retirement (retired pay). Active duty pays and allowances are composed of Regular Military Compensation, Special and Incentive Pays and other allowances.

Regular Military Compensation consists of basic pay, basic allowance for quarters, basic allowance for subsistence and the tax advantage.



### **Basic Pay**

Basic pay varies according to a member's paygrade and time in service; the amount is prescribed by law. Navy people receive longevity increases at various times throughout their careers.

Each member's annual salary is divided into 12 equal installments, one-half of each installment payable on the 15th and the other on the 30th of each month. Each installment represents the

pay for one calendar month; the daily rate is 1/30 of the monthly rate.

Basic pay is related directly to the work a service member performs and, for a specific paygrade and cumulative years of service, is equal for all members.

The allowances which make up the rest of Regular Military Compensation are basic allowance for quarters (BAQ) and basic allowance for subsistence (BAS). By tradition, custom and law, the government provides service members with quarters and subsistence needs. When quarters and subsistence are not provided, a monthly allowance may be paid to the service member to help meet the cost of those needs.

### **Basic Allowance for Quarters**

BAO is paid to service members when government quarters are not available for assignment. The amount of BAQ varies with paygrade and dependency status. Both officers and enlisted members who have dependents are entitled to BAQ whether serving ashore, at sea or overseas, providing government quarters are not assigned. A Navy couple without dependents who volunteer for simultaneous assignment to afloat units are not eligible for BAQ because they are individually assigned shipboard quarters. Members who voluntarily occupy government quarters rated "inadequate," receive BAQ and pay a rental fee for such quarters.

A partial rate of BAQ is payable to members without dependents when they are assigned to government quarters, so as not to penalize them because of recent reallocations of basic pay increases into BAQ.

It is important to note here that personnel without dependents who are assigned to sea duty are considered to have quarters assigned to them and, therefore, are not eligible for BAQ.

Officers in pay grade O-4 and above, without dependents, may elect to receive BAQ rather than occupy available government quarters, unless the officer's duties require on-base residency.

### Basic Allowance For Quarters (Effective 1 Oct. 1979)

Pay Grade	Without De Full Rate	pendents Partial Rate	With Depen- dents
O-10 O-9 O-8 O-7 O-6 O-5 O-4 O-3 O-2 O-1	383.10 383.10 383.10 383.10 343.80 316.80 282.30 248.10 215.40 168.00	50.70 50.70 50.70 50.70 39.60 33.00 26.70 22.20 17.70 13.20	479.10 479.10 479.10 479.10 419.40 381.60 340.50 306.30 272.70 219.00
W-4 W-3 W-2 W-1 E-9 E-8 E-7 E-6 E-5 E-4 E-3 E-2 E-1	271.80 242.40 210.90 190.50 205.20 189.00 160.80 146.10 140.40 123.90 110.70 97.80 92.40	25.20 20.70 15.90 13.80 18.60 15.30 12.00 9.90 8.70 8.10 7.80 7.20 6.90	328.20 298.80 268.20 246.60 288.60 266.70 248.10 228.30 209.70 184.50 160.80 160.80

### **Basic Allowance for Subsistence**

Officers are entitled to an allowance for subsistence at the rate of \$67.21 per

month, regardless of rank or dependency status. All officers, on ship or shore, married or single, draw the basic allowance for subsistence and pay the entire cost of their mess bills.

In general, when rations-in-kind are not provided by the government, enlisted members entitled to receive basic pay are entitled to a basic allowance for subsistence (BAS). A member on sea duty is always provided rations-in-kind. Members on shore duty may, however, request and receive authorization to subsist separately from an otherwise available government mess. It should be recognized that before granting an individual permission to mess separately, the commanding officer must take into consideration the necessity to maintain an enlisted dining facility which can be operated effectively and economically with a reduced and/or varying patronage. The daily value of commuted rations is currently \$3.21. Members assigned to certain types of duty, such as recruiting duty, where it is determined impracticable to use established dining facilities, may be entitled to draw \$3.62 per day.

#### **Basic Allowance for Subsistence**

Officers: \$67.21/mo. Enlisted Members:

When on leave or authorized to mess separately: \$3.21/day When rations-in-kind are not available: \$3.62/day When assigned to duty under emergency conditions where no messing facilities of the

### Tax Advantage

United States are available. \$4.79/day

If a service member's allowance for quarters and subsistence were to be taxed by the federal government, the service member would have to earn an additional amount of money to pay that tax. That amount is referred to as the "tax advantage." The amount of tax advantage differs between service members because it, like BAQ and BAS, is calculated on:

- —the service member's marital status
- -whether or not BAO and BAS are

34

paid in cash or received in kind
—pay grade and length of service
and because the number of personal
tax exemptions a service member may
claim varies.

### **Special Pays**

Special pay is added compensation Navy people receive monthly, if they qualify, and the amount is taxable. Sea duty pay, special pay for duty in specified overseas areas, hostile fire pay, diving pay, and proficiency pay, for example, are forms of special pay. Special payments to physicians, optometrists and dentists, as well as reenlistment bonuses, are also forms of special pay, though all are not paid monthly. A rundown of the more common special pays follows.

- Physicians, Dentists and Optometrists Pay - These officers receive career incentive pay as long as they remain on active duty. Payments range from \$100 to \$350 monthly, depending on specialty and years of service. Medical officers may also be entitled to "continuation pay" of up to four months' basic pay for each additional year of active duty served after attaining the rank of O-4 through O-9, or "variable incentive pay" entitlements of up to \$13,500 annually (medical officers only, in paygrade O-3 through O-6) for remaining on active duty following completion of obligated service.
- Foreign Pay—Foreign duty pay is payable to enlisted members assigned to duty at specified places outside of the continental United States. The list of such duty stations is lengthy; a copy is in the Military Pay and Allowances Entitlement Manual. Foreign duty pay is not authorized for Navy people who are residents of Alaska, Hawaii, United States' possessions, or foreign countries during any period they are serving within that locality.

### Monthly Rate of Payment for Foreign Duty

E-9 \$22.50 E-6 \$20.00 E-3 \$9.00 E-8 \$22.50 E-5 \$16.00 E-2 \$8.00 E-7 \$22.50 E-4 \$13.00 E-1 \$8.00 • Career Sea Pay Entitlement—New sea pay legislation became effective Oct. 1, 1978. Personnel receiving sea pay at that time continued to receive at least as much sea pay as they were drawing before the law became effective. Under the new provisions, people assigned to category "A" ships (those most frequently under way) or to units embarked in those ships, receive sea pay continuously while part of ship's company.

People on category "B" ships (those normally in home port) who are petty officers with over three years' previous sea duty receive Career Sea Pay only when the ship is away from its home port for more than 30 consecutive days and receive sea pay at the former rates while in home port.

Everyone in the Navy who was on active duty Sept. 30, 1978, and qualified for sea pay at the previous rates receives sea pay if not otherwise entitled to Career Sea Pay. This provision of Career Sea Pay expires Oct. 1, 1981.

Under the current sea pay plan, petty officers are paid according to their cumulative years of sea duty. Petty officers with more than three years' cumulative sea duty receive \$25 a month when entitled to career sea pay. Petty officers with more than seven years' cumulative sea duty receive \$35 a month (\$45, beginning in FY 81). Petty officers with more than 12 years' cumulative sea duty receive \$55 a month (\$100 beginning in FY 82).

• Proficiency Pay—This special pay is actually a career incentive pay awarded primarily to people in ratings and skills in which large personnel shortages exist. Pro-pay awards fall within two categories: shortage specialty and special duty assignment. Pay awarded in the shortage specialty category is based on Navy Enlisted Classification (NEC) skills. Those people in designated critical skills who are serving in their specialty may draw monthly specialty pay awards of \$50 to \$150. Pro-pay awards in the special duty assignment category are based on assignment to special types of duty, such as recruiting duty, and also range between \$50 and \$150.

• Regular Reenlistment Bonus — Members who were on active duty on June 1, 1974, are eligible for this bonus. It may not exceed a cumulative total of \$2,000 during the members's career. The bonus is paid when the member reenlists and is computed as follows.

First reenlistment: Amount equal to member's monthly basic pay at time of discharge, multiplied by the number of years for which member reenlists.

Second reenlistment: Amount equal to two-thirds of monthly basic pay, multiplied by the number of years for which member reenlists.

Third reenlistment: Amount equal to one-third monthly basic pay, multiplied by the number of years for which members reenlists.

Fourth and subsequent reenlistments: Amount equal to one-sixth of monthly basic pay, multiplied by the number of years for which member reenlists.

• Selective Reenlistment Bonus— SRB is a retention incentive special pay awarded members serving in certain selected ratings/NECs who reenlist or extend their enlistments for at least three years. The objective of the bonus is to increase the number of reenlistments in those ratings characterized by retention levels insufficient to adequately man the career force.

SRB amounts of up to \$12,000 per bonus may be paid to enlisted members who are serving in designated critical ratings. Certain nuclear-qualified members may receive up to \$15,000 per bonus. A member may collect two bonuses, one for each eligibility zone—Zone A (for those with 21 months' service, but less than six years' service) and Zone B (for those with six to not more than 10 years' service). Selective reenlistment bonuses are covered in detail in Chapter 3 "Reenlistment Incentives."

• Hostile Fire Pay — All Navy personnel serving ashore, on board a ship, or in an aircraft, within the limits of a hostile fire zone are eligible to receive hostile fire pay at the rate of \$65 per month. A member may not receive more than one hostile fire pay during any one month. Hostile fire pay is not awarded during time of war declared by Congress.

• Special Pay for Nuclear-Qualified Officers — This pay is awarded in three categories: nuclear career accession bonus; nuclear-qualified officer extending period of active service (continuation pay); and nuclear career annual incentive bonus.

Nuclear career accession bonus: Naval officers or prospective naval officers accepted for training for duty in connection with the supervision, operation and maintenance of naval nuclear propulsion plants are entitled to an accession bonus when they meet all requirements listed in the Entitlements Manual and SECNAVINST 7220.65 series. The amount of this pay may not exceed \$3,000.

Nuclear-qualified officer extending period of active duty: Certain nuclear-qualified naval officers are entitled to continuation pay when they elect to remain on active duty after completion of their initial obligated service. The amount payable is determined semi-annually by the Secretary of the Navy. The total amount may not exceed \$20,000 or \$5,000 per year for each year of the officer's additional four-year active service agreement.

Nuclear career annual incentive bonus: Certain nuclear-qualified officers are entitled to an annual incentive bonus when they meet requirements set forth in SECNAVINST 7220.65 series concerning their qualifications. The amount payable is determined by the Secretary of the Navy and may not exceed \$4,000 for unrestricted line officers or \$2,400 for limited duty and warrant officers.

• Special Continuation Pay for Certain Nuclear-Qualified Enlisted Members—Certain nuclear-trained and qualified petty officers who reenlist are entitled to nuclear petty officer continuation pay when they meet all eligibility requirements listed in the Entitlements Manual (section 11305) and SECNAVINST 7220.72. The total amount may not exceed six months' basic pay, multiplied by the number of years of additional obligated service, or \$15,000 (whichever is less). This special pay is payable in annual installments only.

#### **Incentive Pays**

Incentive pays are paid to those personnel engaged in certain hazardous and specialized duties. They receive incentive pay when performing such duties as aviation duty, parachute duty or demolition duty. As in the case of all entitlements labeled "pay," incentive pay is taxable.



• Aerial Flights — Members under orders to participate in regular and frequent aerial flights as crew or non-crew members, who meet all requirements listed in the Entitlements Manual, are eligible for aerial flight incentive pay. Officers qualified for aviation service are not entitled to this hazardous duty incentive pay, but they may be entitled to aviation career incentive pay. Those eligible for aerial flight pay are paid at the following rates:

Officers \$110 per month
Enlisted crew \$50 to \$105, depending on paygrade and time in service.

Enlisted non-crew members: \$55 per month.

- Aviation Career Incentive Pay (ACIP)—ACIP is an incentive pay for rated/designated officers and warrant officers in flight status and is similar to other forms of continuation pay—monthly rates range from \$100 to \$245 for officers; from \$100 to \$200 for warrant officers. In both cases, the amount depends on the number of years of aviation service in a commissioned status.
- Submarine Duty Pay—Navy members required by orders to perform submarine duty are entitled to this incentive pay if: attached to a submarine (including submarines belonging to foreign powers) which is in active status; qualified in submarines and assigned as a prospective crew member of a submarine under construction; qualified in submarines and undergoing periods of instruction to prepare for assignment to a submarine of advanced design or to prepare for a position of increased responsibility on a submarine; or, if an operator or crew member of an operational, self-propelled submersible, including an underseas exploration and research vessel.

The monthly rate of incentive pay for enlisted members ranges from \$50 to \$105; for warrant officers, \$100 to \$165; and for officers, \$100 to \$245—each rate of pay is based on paygrade and years of service in submarines. Staff members of submarine operational commanders, whose duties require

serving on a submarine during underway operations, may qualify for incentive pay at the same rate as permanent crew members.

• Parachute, Flight Deck, Demolition, and Experimental Stress Duty Pay—
These incentive pays are lumped together because the entitlement is the same for each, and eligibility requirements for each specify that the member must be participating in the activity. Navy personnel who perform any of the

Navy personnel who perform any of the named duties are entitled to incentive pay from the day the assignment begins until the day of completion at the rate of \$55 per month for enlisted members and \$110 per month for officers.

Parachute duty involves parachute jumping as an essential part of military duty.

Flight deck duty involves frequent and regular participation in flight deck operations on an aircraft carrier.

Underwater demolition duty involves duty in connection with the underwater demolition of explosives, including training for assignment. To qualify for this pay, members must be involved with underwater demolition as their primary duty.

Experimental stress duty involves duty in any of the following activities: subject in human acceleration or deceleration experiments; subject in thermal stress experiments; high or low pressure chamber duty at a physiological facility as a human test subject, research technician or inside-the-chamber instructor-observer.

#### Other Allowances

Allowances are paid to help Navy people meet expenses incurred while on active duty. Allowances may be paid monthly or on an occasional basis, or in a one-time lump sum payment. Some are paid automatically, others require application to be made. Allowances are not taxable.

• Enlisted Clothing Allowances — Members receive an initial clothing allowance when they enter the service or are recalled to active duty; after six months of active duty, they receive a monthly maintenance allowance. There are several types of clothing allowances based on the actual cost of clothing and situations in which special clothing may be needed. Clothing allowances are usually revised on an annual basis with new allowances effective October 1 of each fiscal year. The amounts of the allowances are listed in the annual update DOD Directive 1338.5.

Initial clothing monetary allowance: ICMA generally reflects the cost of a complete seabag for recruits and, for enlisted men and women, is usually paid "in kind" in the form of a full seabag issued at recruit training commands.

Partial initial clothing monetary allowance for enlisted members of the Naval Reserve below E-7 (male and female): This allowance reflects the cost of completing a seabag for reservists upon reporting for active duty.

Basic maintenance allowance: This is a monthly allowance included in regular pay after six months of active duty and until completion of three years' active duty.

Standard maintenance allowance: This regular monthly allowance is included in members' pay after three years' active service.

Special initial clothing monetary allowance: This allowance is for those who must wear clothing of a type not required by the majority of Navy men and women. It goes to men and women upon advancement to chief petty officer, for instance. Rates vary depending on the situation, and payment is made in a one-time, lump sum.

Civilian clothing monetary allowance: Certain Navy people who are required (not having the option) to wear civilian clothing in performance of their duties, such as people serving in politically sensitive areas overseas where the appearance of a military uniform could be a disruptive source, receive this allowance. The lump sum payment depends on the seasonal civilian clothing involved. Additional payments may be made for extended tours of duty.

Special enlisted supplementary clothing allowance: This allowance is paid to enlisted members of the Ceremonial Guard; Navy recruiters; members on duty in the executive part of the Navy Department at the seat of government (field activities excluded); members on duty in the Office of the Secretary of Defense or Office of the Joint Chiefs of Staff; recruit company commanders and recruit drill instructors; members on duty with the Naval Administration Unit, Washington, D.C.; the Bureau of Naval Personnel Career Information Liaison Team; Armed Forces Police and Permanent Shore Patrol; and, the Master Chief Petty Officer of the Navy and Master Chief Petty Officers of the Fleet and Force.

• Officers' Uniform and Equipment Allowances—Initial uniform allowances for officers range from \$75 to \$300 depending on source of procurement (OCS, NROTC, etc.) and is payable upon first reporting for active duty—other than training—for a period of more than 90 days; upon completing 14 days' active duty or active duty for training; or, when an officer is commissioned in a regular component upon NROTC graduation or enters on active duty as a regular naval officer.

• Family Separation Allowance— This allowance is payable only to members with dependents. There are two types of FSA—Type I and Type II. A member may be entitled to both types simultaneously.

FSA Type I was designed to pay a member for added expenses for housing

caused by enforced separation from dependents. It applies when Navy people must maintain a home for their dependents and one for themselves when on permanent duty outside the United States. It is not payable to a member permanently assigned to a duty station in Hawaii (but is payable to members serving in Alaska) or to any duty station under permissive orders (orders taken at no cost to the government).

To qualify for this allowance, which is equal to one months' BAQ at the without dependents rate for the affected paygrade, these general conditions must be met: transportation of dependents to the permanent duty station is not authorized at government expense; dependents do not live at or near the permanent duty station; adequate government quarters are not available for assignment to the member and the member is not assigned to inadequate government quarters or housing facilities.

FSA Type II was designed to compensate Navy people for added expenses incurred because of enforced separation from dependents due to permanent change of station, duty aboard ship, or temporary duty away from permanent command. Any member (E-4 with more than four years' service, or above) may receive \$30 per month when any one of the following general requirements are

met: transportation of dependents is not authorized at government expense and dependents do not live near or at the new permanent duty station or home port; member is on duty aboard a ship which has been away from its home port for more than 30 consecutive days; member is TDY or TAD away from his or her permanent station for more than 30 consecutive days and dependents do not live at or near the temporary duty station.

• **Dislocation** Allowance — Navy member may be entitled to a dislocation allowance equal to one month's BAQ when the member is transferred under PCS orders.

Members with dependents must actually relocate their families with the intention of establishing a bona fide, permanent residence at or near the new duty station. Members without dependents are entitled to this allowance if they are not assigned quarters at their new permanent duty station. Dislocation allowances are not automatically paid—members must apply at the disbursing office after arrival at the new duty station.

• Station Allowances - When assigned to duty overseas, members may become eligible for station allowances depending on a variety of factors such as location of assignment, nature of orders, dependency status and the overseas housing and cost-of-living situation. Station allowances are paid to those on duty outside the continental United States to offset any loss of purchasing power that occurs when stationed overseas. The allowances are authorized by the Per Diem Committee based on costs reported in the overseas area as compared to costs in the continental United States. Joint Travel Regulations, Volume 1, contains specific instructions concerning the payment of station allowances. Application for these allowances is required and, in view of varying conditions and rates, members should check with their disbursing officer to determine entitlement. Station allowances are revised each year and are subject to change at any time. Generally, the station allowances are as follows.



Housing and Cost of Living Allowances (HA and COLA): These help defray the average excess costs members face while on permanent overseas duty. HA is a per diem based on the difference between the average BAQ and the average cost of housing (including the cost of utilities) for service members at the overseas location, whether or not the members have dependents. COLA is based on the member's rank, the area where located, the number of dependents and the average living expenses (other than housing) in the United States compared to the overseas locality.

Interim Housing Allowance (IHA): This type of allowance may be paid when a member assigned overseas is required to contract for non-government, family-type housing before dependents arrive. An IHA is an amount determined by location which may be paid for 60 days or until the member's dependents arrive, whichever is earlier.

Temporary Lodging Allowance (TLA): TLA is designed to partially reimburse members for extra expenses incurred when living in hotel-type accommodations while awaiting permanent housing after reporting overseas. Also, it may be paid to members awaiting transportation back to the United States after receipt of PCS orders. Although there are provisions for extensions of TLA, the allowance is not usually paid for periods of more than 60 days after reporting to a foreign duty station or for more than 10 days when leaving an overseas station. Daily TLA rates are determined by multiplying a given area's travel per diem allowance by a percentage factor based on the number of dependents accompanying a member to the overseas duty station.

• Travel Allowances—There are a number of travel situations a member might face while on active duty for which the Navy will pay expenses or will, on the average, reimburse the member with appropriate travel allowances up to the limits permitted by law. Generally, any time a member travels under orders (other than leave orders), the Navy pays for transportation. If a member has dependents and is in pay-

grade E-4 (with more than two years' service) or above, the member's family may travel at government expense when under PCS orders. A member, in paygrade E-4 (with less than two years' service) or below may have dependents transported at government expense if ordered to, from, or between an *overseas* duty station. Dependents may also travel at government expense when a member receives orders in connection with schooling for more than 20 weeks.

Because travel allowances computations are complex and the number of allowances authorized varies with each situation, Navy people should check with their personnel and disbursing office each time they receive transfer or travel orders. Personnelmen and disbursing clerks are experts in the computation of travel allowances and are always willing to help members file their travel claims.

 Lump Sum Leave Payments—Upon discharge, transfer to the Fleet Reserve, or retirement, members may receive cash for accumulated leave, up to a maximum of 60 days. Effective Feb. 10, 1976, a military member can be paid no more than 60 days' accrued leave during an entire military career. Payment for accrued leave made before Feb. 10, 1976, is excluded from this limitation. Effective July 14, 1976, a member eligible for an accrued leave settlement may elect to receive payment for a portion of the accrued leave, not to exceed 60 days, and have the remaining accrued leave carried forward to a new or extended enlistment.

Table 9 on Computation of Accrued Leave Payment explains the conditions governing the sale of leave.

#### **Allotments of Pay**

Allotments are big business in the Navy today. Thousands of civilian and Navy disbursing clerks around the world ensure that Navy members' allotments do what they're designed to do. Currently, there are 12 types of allotments

	Table	e 9. Comp	outation o	f Accrued	Leave P	ayment			
RULE	If member is	and member has	then compute payment for the number of days accrued leave, but not more than 60 in a military career, to include: (note 1)						
			Basic Pay	BAS	BAQ	Personal Money Allowances (note 6)			
1	enlisted, in paygrades E-5 to E-9	dependents (note 3)	at rate appli- cable on date of separation (notes 2 and 4)	70 cents per day	\$1.25 per day	none			
2		no dependents			none				
3.	enlisted, in paygrades E-1 to E-4				none				
4	officer	dependents (note 3)		\$62.80 per month (prorate for number days of accrued leave)	at rate appli- cable for mem- ber with depen- dents on date of separation (notes 4 and 5)	if officer was receiving this allowance on date of separation (limited to allowance author- ized by paygrade and billet). Compute at rate payable on that			
5		no dependents			at rate appli- cable for mem- ber without de- pendents on date of separa- tion (notes 4 and 5)	date (note 4).			

NOTES: (1) When the final leave balance includes a one-half day total, compute the amount to be paid by crediting the member with one-half of a day's entitlement. Round the total to the nearest penny. (2) Do not include in basic pay the 25 percent increase authorized certain Navy members involuntarily retained beyond their EAOS. (3) A dependent on active duty is not considered a dependent in determining right to BAQ. (4) Date of separation is date of discharge, release from active duty, transfer to reserve, or death, day before effective date of retirement, day before date of appointment as cadet or midshipman, or day before effective date of extension of enlistment. (5) Pay BAQ even though member is not receiving BAQ on date of separation because public quarters are occupied or available. (6) Cash settlement of leave accrued as of 31 Aug. 1976 will be on the basis of basic pay, BAS, BAQ, and PMA as appropriate. Cash settlement of leave accrued on and after 1 Sept. 1976 will be on the basis of basic pay only for all grades, officer and enlisted.

in general use. The types and examples of each are clearly shown on Table 10, Examples of Allotments of Pay, with applicable codes.

It is important for Navy people to realize that their dependents or others to whom allotments have been made do not receive an allotment check immediately after application has been made. The check is not mailed until the end of the month for which it is payable. Generally, the minimum time required for allotments to reach payees is five to eight weeks after the member has completed the application which places the allotment in force.

Each month the Navy Finance Center receives a number of letters from dependents who report they did not receive a scheduled allotment check. In almost every instance, failure to receive an allotment check on schedule can be traced to the failure of an active duty member to notify the center of a change of address. Navy men and women should remember that when they move and wish to receive a check at the new address, they must notify NFC before the 16th of the month.

The center suggests members use the regular change of address cards sent periodically to allotment payees for this purpose. To be on the safe side, it is also suggested that a change of address notice be filed at the local post office so the allotment check will be forwarded.

#### The Finance Center's Job

Handling the financial affairs of Navy people in such diverse areas as reenlistment bonuses, entitlement claims, leave accounting, travel, bonds and so on, is the job of the Navy Finance Center in Cleveland, Ohio, and regional and local finance offices located aboard ship and around the globe. In recent years, two developments have made this job more efficient and more economical-JUMPS and PASS.

• JUMPS (Joint Uniform Military Pay System) - This system has been in operation fleetwide since 1977. It provides accurate and timely fiscal information with which to better manage the Military

Table 10. Examples of Allotments of Pay, with Applicable Codes

When the type of allot- ment is	and r	neml	oer is	or is retired member not on active duty	then the period of the allotment is		
	officer	enlisted	aviation cadet		definite indefinite		
B-purchase of U.S. Savings Bond	×	×	×	×	×		
C-charity drive donation (CFC)	×	×	×		×		
D-payments to dependents (note 4)	×	×	×	×	×		
N-U.S. Government Life Insurance and/or National Service Life Insurance or repayment of Ioan on VA insurance (note 5)	×	×	× (1)	×	×		
H-repayment of home loans	×	×	×		×		
I—commercial life in- surance (notes 2 & 3)	×	×	×	×	×		
L—repayment of loans to Navy Relief Society	×	×	×		×		
M-Navy Mutual Aid Insurance	×	×		×	×		
S-payment to financial institution for credit to allotter	×	×	×		×		
E—contributions to Post-Vietnam Era Veterans Education Assistance Program	×	×			×		
T-payment of indebtedness to U.S.	×	×	×	×	×		
U—remittance to RSFPP for retired members on active duty	×	×			×		

- (1) If electing to continue NSLI purchased before becoming an aviation cadet.
- (2) Allotter's life only, including family group type plans.
- (3) Comply with service regulations (SECNAVINST 1740.2 series) before new allotment may be issued for payment of premiums on commercial life insurance. However, any such allotments in effect Sept. 30, 1967, may be continued as an approved allotment.
- (4) A retired member may authorize allotments to a spouse, former spouse(s), and/or his or her child(ren) having a permanent residence other than member's
- (5) Payment of insurance premiums and repayment of insurance loans will be made by one NSLI or class N allotment.



Personnel Pay Appropriation. Before JUMPS, forecasting pays and obligations for the pay appropriation was only on a historically-based "guesstimate" since pay was calculated and paid by more than 500 disbursing offices afloat and ashore. Because many of the Navy people who are deployed prefer to let their pay accumulate "on the books" and pay records were closed out only twice a year, it took months for the Navy to determine how much it was actually spending on personnel costs.

Under JUMPS, the Navy's 500 field disbursing offices still hold payday twice a month, but everyone's pay is calculated in Cleveland, well in advance of actual payment. This accrual approach permits the service to obligate the MILPERS appropriation on a much more timely basis than previously possible. Disbursing offices in the field continue to make pay record changes to reflect promotions and other pay entitlement changes occuring between Cleveland's calculation and the actual payday, but the next NFC calculation reflects those changes in each member's new Leave and Earning Statement (LES).

The monthly LES issued to Navy men and women provides an up-to-date financial tool which can be used in planning since it provides complete information about pay entitlements. allotments, deductions and taxes. So Navy people will recognize the full value of their pay and allowances, the "remarks" block on each LES periodically explains the dollar value gained as a result of non-taxable allowances.

An LES looks confusing at first glance, yet it is actually very simple to decipher. A key on the reverse side of each LES explains what the entries in each block mean. Here are some added tips for reading LESs:

In blocks 26-32 (Allotments), a oneletter code indicates the type of allotment—e.g. "D" for dependency or "S" for savings. If a person has more than six allotments, the additional ones appear in block 62 (Remarks). If the allotment is to be stopped at the end of the month, its termination date will appear in the remarks block.

Block 57 (Forecasts of amounts due) will reflect longevity increases coming up soon, or any other action affecting pay. Designed as a financial planning tool, block 57's forecasts of amounts due may differ occasionally from actual pay received because of local adjustments based on the most current entitlements.

Block 62 (Remarks) will contain a brief description of events which affect a member's pay. For example, "LSL PAID TO DATE O.ODA" indicates that the member has not sold any "lump sum leave" back to the Navy and is, therefore, entitled to sell 60 days upon reenlistment, discharge or retirement.

• PASS (Pay/Personnel Administrative Support System)—The goals of the PASS Program are to provide Navy people with one-stop personnel/pay and Navy-sponsored passenger transportation service while improving personnel/pay reporting systems and simplifying such routine procedures as checking in, checking out and changing dependency status records. PASS has made possible greater accuracy in pay and personnel record-keeping and greater efficiency in overall service.

Active PASS operations began in October 1977 with the establishment of PASS offices at three areas of major naval personnel concentration: Washington, D.C., San Diego, Calif., and

Norfolk, Va. Based on the success of these pilot project operations, the Vice Chief of Naval Operations decided to implement PASS Navywide, beginning in January 1979.

PASS is being phased into operation in three steps. In Phase I, all active duty Navy military personnel offices are being consolidated and co-located with military pay and passenger transportation offices. This provides "one-stop" shopping for military customers. PASS offices, managed by a single Personnel Support Activity (PSA), are being established by a designated major claimant in each area, e.g., CINCLANTFLT in Jacksonville, Fla., CNET in Great Lakes, Ill., etc.

Personnel Support Detachments (PSDs) are being established in areas of military concentration and these facilities will maintain pay and personnel records and handle pay, personnel and passenger transportation services. Additionally, each PSD will be responsive to the needs and requests of the commands they service.

Since Navywide implementation of PASS was authorized, all CONUS PSAs have been established as well as PSAs in Hawaii, Japan and England. The objective is to have all shore activities supported by a PASS network by December 1980.

Phase I affects only shore activities and shore-based components of certain other units. A shore-based unit with an "emergency deploy" mission may be provided with individuals who have pay and personnel record-keeping experience from local PSDs on a temporary duty basis. When the unit returns, the TEMADD personnel and records will be returned to the PSD.

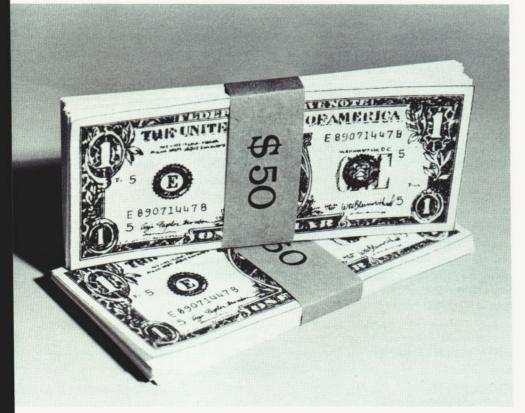
PASS Phase II provides for the implementation of an automated field pay, personnel and transportation reporting system which will replace the current manual system. It will provide pertinent information to field commanders and personnel managers through the newly consolidated PASS office network. The automated system will link all field activities with the Naval Military Personnel Command in Washington, D.C., and the Navy Finance Center in Cleveland through the use of remote terminals and minicomputers in the field. The long-range goal of Phase III is full integration of the pay and personnel functions for efficient service to Navy people and for more timely and accurate accounting of the pay and personnel functions. Following full implementation of Phases I and II, it is intended that the following expanded services will be available to Navy members, to local commands and to the headquarters:

- 1. Prompt, efficient and courteous service at customer service units of PSDs
- 2. One-stop pay, personnel and passenger transportation service at convenient, geographical locations.
- 3. Concentration of highly-qualified personnel at PSDs to provide technical expertise in pay, personnel and passenger transportation matters.
- 4. Accurate maintenance of field services, pay and other personnel records.
- 5. Improved source data preparation for input to the Manpower and Personnel Mangement Information System (MAPMIS) and the Joint Uniform Military Pay System (JUMPS).
- 6. Accurate and timely management information to commands and activities to enable effective management of assigned personnel.
- 7. An accurate and identical pay/personnel record in the field and at headquarters.

When PASS is fully implemented, the majority of Navy people will be within easy walking distances of their PSDs. Additionally, with pay, personnel and passenger transportation functions all at the same location, less time will be lost from work when handling pay/personnel record matters.

Functions not strictly related to pay or personnel record maintenance and reporting—such as performance evaluations, leave, manpower authorizations, non-judicial punishment, etc.—will remain with individual commands. Sufficient clerical personnel will remain at each command to adequately support "residual functions."

In the not too distant future, PASS will be expanded to include afloat units. The shipboard version of PASS will be supported by the Shipboard Non-Tactical ADP Program planned for FY 1984.







# ID Cards, Commissaries and Exchanges

Your ID card is like a special admission ticket which helps you get the most for your money. When used properly, it can open doors to a wide range of educational, health, entertainment, and other money-saving benefits for you and the members of your family. In itself, possession of an ID card is a privilege and should be treated as such.

Four kinds of identification cards are issued to members of the Uniformed Services (Army, Navy, Marine Corps, Air Force, Public Health Service, Coast Guard, and National Oceanic and Atmospheric Administration) and their dependents:

- 1. The United States Armed Forces Identification Card, DD Form 2N (Active), is the primary source of identification for active duty military personnel. It also serves as identification for purposes of Article 17 of the Geneva Convention. DD Form 2N (Active) authorizes the holder Uniformed Services medical care, commissary, exchange, and special services privileges.
- 2. The United States Armed Forces Identification Card, DD Form 2N (Reserve), is the primary source of identification for Reserve military on inactive duty. DD Form 2N (Reserve) has the

same format as the DD Form 2N (Active) thus meeting the requirements of Article 17 of the Geneva Convention. This card, presented with other appropriate identification (i.e., orders, drill statement), gives the holder certain privileges and benefits while on active duty.

- 3. The United States Uniformed Services Identification Card, DD Form 2 (Retired) is the primary source of identification for retired military personnel. An authorized holder of DD Form 2 (Retired) is entitled to all benefits and privileges, as applicable.
- 4. The Uniformed Services Identification and Privilege Card (USIP), DD Form 1173, is used to identify persons eligible for benefits and privileges administered by the Uniformed Services not otherwise covered by the first three.

This chapter discusses only one of the ID cards listed above—DD Form 1173. Requirements for eligibility and the proper use of this card are often misunderstood.

This chapter also explains the Navy commissary and exchange system which, as part of the Navy family's total benefit package, helps boost your purchasing power. DD Form 1173 provides entry into that system.

#### Your ID Card

Generally, the Uniformed Services Identification and Privilege Card is the standard identification and privilege card for dependents of active duty, retired with pay (including those drawing Fleet Reserve retainers), surviving dependents of retirees, dependents of members of the armed forces who die while on active duty, 100 percent disabled veterans and their dependents, and a few other special categories.

Authorized dependents may include:

- Spouses.
- Unremarried widows or widowers.
- •Unmarried children under the age of 21 (including adopted or stepchildren).
- •Unmarried children over 21 if incapable of support due to a physical or mental incapacity.
- •Unmarried children between 21 and 23 who are attending college full-time.
- Parents (or parents-in-law) who are dependent upon the sponsor for more than one-half of their support.
- •Unmarried illegitimate children (if actually dependent upon the sponsor and residing in the sponsor's household). Age requirements same as above.

The USIP is just that—it identifies those persons authorized certain privileges and access to certain facilities. It doesn't, in itself, authorize entry into classified areas.

Rules on the issuance of the USIP are contained in NAVMILPERSCOM 1750.5 series. The instruction lists who is eligible to use various commissary, exchange, medical and special services facilities.

The USIP is printed in black securitytype ink for text, light brown securitytype ink for background tint, and is laminated between two sheets of thermo-plastic with an identification picture of the holder.

The USIP is recognized by all activities of the uniformed services. Basic privileges may be modified by commanders in areas with limited facilities. In general, authorized patronage depends on the availability and adequacy of the facility concerned.

In certain overseas areas, treaties, Status of Forces Agreements (SOFA). or other military base agreements, place limitations on who can use the commissary and exchange. Ordinarily, SOFAs with foreign countries include a provision that only the dependents of service members who are "members of the force" stationed in the host country are eligible for commissary and exchange privileges. In other words, if you are in Southeast Asia and your family moves to Japan or the Republic of the Philippines to be in the geographic area, they may not be eligible for commissary and exchange privileges simply because you are not a "member of the force" in Japan or the Philippines.

#### How and When to Apply

Application for the USIP should be made when the Navy sponsor:

- Enters active duty for more than 30 days.
- Reenlists for continuous active service.
- Retires, transfers to the Fleet Reserve, or dies.

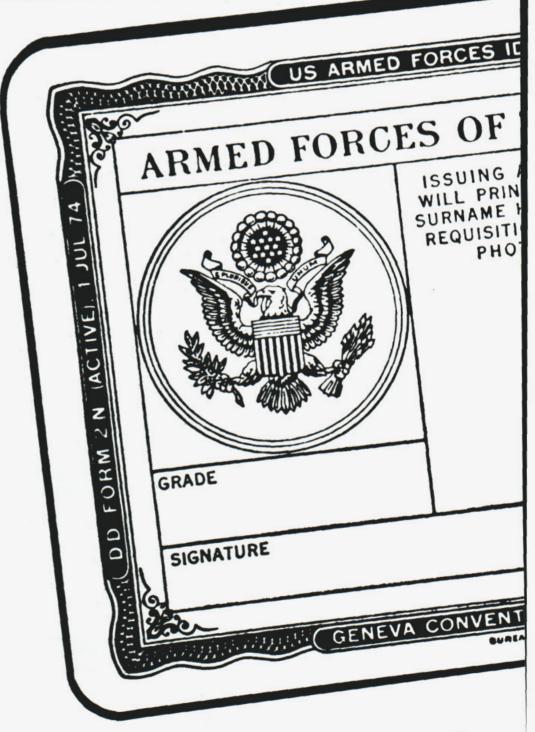
Application for a new ID card should be made when there is a change in status that would affect entitlement, or when the card expires, is mutilated, lost or stolen.

If you are on active duty, apply on behalf of your dependents by submitting DD Form 1172 to the command with custody of your service record. The completed application is filed in your record after the card has been issued.

You should apply for a new USIP for your dependents before you retire or transfer to the Fleet Reserve. Your

command will make every effort to issue the new card before you leave active duty, but if it cannot be issued in time, you will be provided with a verified DD Form 1172 which your dependents may take to any card-issuing activity for issuance of cards.

Once you are in a retired or retainer pay status, application for a renewal of the USIP should be submitted to the



Commanding Officer, Naval Reserve to you after they have served their Personnel Center, New Orleans, La. 70149.

Eligible dependents of deceased Navy members apply for their cards to the Naval Military Personnel Command (NMPC 641D), Washington, D.C. 20370. Survivors of those who die on active duty automatically have their applications verified by the commanding officer or the casualty assistance calls officer.

It may not always be possible for your command to issue the USIP. This would be the case, for example, if you are not in the same locality as your dependents. In such circumstances, you should submit an application to the command maintaining your service record to have your dependent's eligibility determined. The form is then returned to you with instructions that it will be presented by your dependents to any military activity equipped to issue the card. The issuing activity then returns the completed application to your command for filing in your service record.

#### Verification

The application form (DD Form 1172) must be verified by your command before any USIP is issued. Your command makes sure the dependents you claim are eligible. Birth certificates, adoption decrees, medical certificates, education statements, divorce decrees or other documents as appropriate to your application may be required.

If the eligibility of a claimed dependent is questionable, the problem is turned over to the Naval Military Personnel Command for a ruling. (You should note that any determination made by the Navy Family Allowance Activity is done under NMPC policy, and should not be considered "questionable.")

If your dependent's eligibility hinges on the validity of a Mexican or other foreign decree of divorce obtained by either you or your spouse, the case must be forwarded to the Family Allowance Activity for a ruling.

Any documents you submit to support your application will be returned purpose.

#### Expiration

Although expiration dates for the USIP vary, cards are not issued for less than 30 days. The expiration date will be the bearer's birthdate in the third vear of issuance, and, in all cases, a card will not be issued for a period in excess of three years. The word "indefinite" renders a card invalid and should never be used in the expiration date block.

If your dependent loses his or her USIP, or if it is stolen, report the matter promptly to your command and resubmit the DD Form 1172 with a statement regarding all circumstances of

The USIP must be surrendered:

- Upon expiration.
- · Whenever the cardholder becomes ineligible.
- · When a new card is issued (except to replace one that was lost or stolen).
- · Upon the sponsor's death, retirement, transfer to the Fleet Reserve or release to inactive duty.
- When the sponsor is officially placed in a deserter status.
- · Upon the call of a responsible officer for administrative purposes.
  - Upon cancellation.

#### Change in Rate

The USIP may now be reissued solely because of change in grade or rating of the sponsor, especially in those cases where non-issuance would preclude the dependent from utilizing, or being admitted to, facilities which are accesible only to that grade (i.e., officer, CPO clubs, etc.).

#### Commissary and Exchange System

Fighting inflation and making the best use of one's finances is the goal of everyone today. Navy people can aid themselves by patronizing their Navy exchange and commissary facilities. That's one of the best ways of realizing savings, whether you happen to be stationed stateside or overseas, or are on

active duty or on the retired list.

Commissary and exchange facilities, conveniently located at most naval bases, can help you stretch your buying power by offering you name-brand merchandise at the lowest practicable cost, thus increasing your savings.

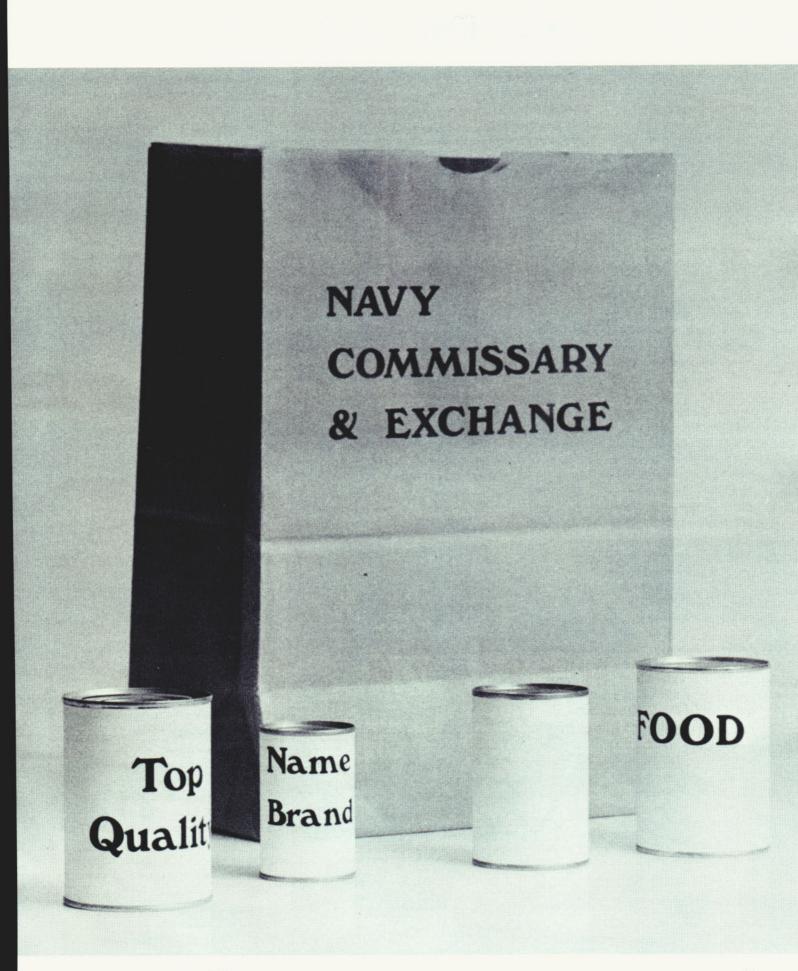
Commissaries, which are essentially non-profit activities, stock food and other related commodities at the lowest practicable prices, with a markup just high enough to cover certain costs mandated by law, such as breakage, spoilage and operating supplies. Additionally, two percent of all sales is set aside for facility improvements, construction and equipment replacement. Commissaries are a convenient and reliable source from which authorized patrons may obtain groceries, meat and produce, and other items at the lowest practicable cost.

Most commissary stores have been consolidated into commissary store regions which are comprised of a regional support office with satellite branch stores. These branches may be located at several different naval installations within geographic proximity of the regional office. Under this concept, the region is responsible for providing centralized services in areas of administration, accounting, purchasing, stock control and data processing. At present, there are 12 such regions in operation-seven in the United States and five at overseas bases.

Through the consolidation of functions and the use of data processing equipment, the regions are able to make more people available in the store itself to provide better service to customers. Volume buying results in lower shelf prices and common selling prices for the same merchandise found at all stores in the region.

Commissaries operate on appropriated funds which cover the costs of items sold, and other expenses such as employee salaries. From the proceeds of the sales, the government is reimbursed for the cost of the merchandise and certain operating expenses, such as utilities and transportation charges within the United States.

Ships' stores also operate with ap-



propriated funds to pay for the cost of the merchandise. However, ships' stores do make a profit by applying a markup on goods. A portion of the ships' stores profit pays for the supplies needed to operate the ship's laundry, tailoring and barber services. The remaining net profit is distributed to commanding officers for shipboard recreation programs and to the NMPC Central Recreation Fund.

The Navy exchanges, on the other hand, operate on a non-appropriated fund basis and stock many items of necessity and convenience for you and your dependents. After operating costs have been paid, the remaining profits help support the Navy's welfare and recreation program.

In this sense, every dime you spend in your exchange is, in a way, a share toward your other interests which may be the station golf course, the bowling alley, the swimming pool, the ceramics shop, or the auto hobby shop, to mention just a few of the special services available because of Navy exchange profits. Fifty percent of Navy exchange net profits is made available to commanding officers to support local recreation programs.

The other 50 percent goes to the NMPC Central Recreation Fund which supports movies for fleet and overseas activities and other Navywide recreation activities. This central fund also assists in the development, construction and refurbishing of recreation facilities as well as providing supplemental fund support to small activities both ashore and afloat.

Recreation funds are also made available for the construction of new Navy lodges. The current occupancy rate of about eighty percent indicates the popularity of the Navy lodge programs.

Statistically—out of every dollar spent in a ship's store or Navy exchange, between five and six cents profit is channeled back into the recreation program—after all operating expenses have been deducted. Currently, these fives and sixes amount to about \$37 million annually.

The average markup on merchandise sold in the exchange retail store is 20 percent. Normally, essential items will be marked up less than non-essential items, and the markups range from a low of 8.5 percent to a high of 25 percent at retail. The Navy Resale and Services Support Office (NAVRESSO) has the responsibility of providing exchanges with specific guidelines for this broad pricing policy. Experienced buyers at NAVRESSO in Brooklyn, N.Y., provide vendor source information on prime manufacturers from which exchanges may order on a direct basis.

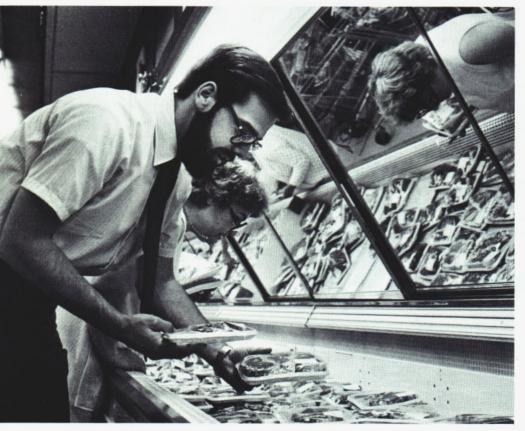
The retail price of an item is established on the basis of cost including transportation, plus a prescribed markup. Generally, retail prices for merchandise ordered from manufacturers are uniform at all Navy exchanges, regardless of geographical location or size. On occasion, some prices may differ because of the size of the order and varying transportation costs.

Prices charged in exchange service departments, such as a barber shop, are established largely at the local level and are based on the area wage surveys and operational goals established by NAV-RESSO headquarters.

As a member of the armed forces, you and your dependents may also patronize the commissaries and exchanges of the other services. And, under certain circumstances, when you're stationed overseas where no U.S. facilities are available, you may use foreign military facilities. This privilege, of course, is governed by strict regulations and you should be certain of your eligibility before attempting to use such facilities.

Keep in mind also that you could violate the terms of your commissary and exchange privileges by reselling any item to an unauthorized person. Whatever you buy must be for your personal use, or the use of your dependents. In addition, exchange merchandise may be purchased as a bona fide gift. Any violation of these requirements could mean the loss of privileges.

If you abide by these few simple rules—whether you're stationed overseas, ashore in the U.S., or on board ship—your commissary and exchange privileges help make life easier and more pleasant and, also, increase your buying power and your pleasure.





## **Medical and Health Care**

This chapter discusses Navy medical and health care for military members and their families. It explains the Uniformed Services Health Benefits Program (USHBP), including the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), which provides medical and health care for retirees and dependents.

Because of the advantages the medical and health care programs offer, Navy families should be familiar with these benefits and keep abreast of changes. This explanation will bring them up to date.



#### USHBP/CHAMPUS

Medical and health care are some of the most valuable benefits enjoyed by the Navy family. In terms of dollars and cents, they represent considerable savings for Navy families every year. They provide active duty members with complete hospital care, routine dental care, necessary prosthetic aids and other medical equipment, and occupational health services. Additionally, through USHBP—Uniformed Services Health Benefits Program—dependents and other beneficiaries reap benefits they ordinarily could not enjoy in the private sector.

USHBP provides direct care from uniformed services medical facilities (Army, Navy, Air Force, and certain Public Health Service facilities) for eligible beneficiaries. Through its supplement, CHAMPUS—the Civilian Health and Medical Program of the Uniformed Services—USHBP provides

a program by which the government shares with beneficiaries the cost of authorized medical care received from civilian sources.

#### **USHBP** Eligibility

For purposes of eligibility, authorized dependents are those who bear one of the following relationships to an active duty member, a retiree, or a deceased person who, at the time of death, was an active duty member or retiree:

- 1. Spouse—A lawful husband or wife, whether dependent or not upon the active duty member or retiree.
- 2. Widow or Widower—A spouse at the time of death of the active duty member or retiree who has not remarried.
- 3. Child—An unmarried individual in one of the following classes:
  - A. Legitimate child or stepchild.
  - B. Adopted child.
- C. Illegitimate child whose paternity has been judicially determined, or an illegitimate child of a female member or retiree judicially directed to support the child.
- D. Illegitimate child (whose paternity has not been judicially determined) or stepchild who:
- (1) Is, or was at the time of sponsor's death, dependent for more than one-half of his or her support.
- (2) Resides with, or in a home provided by, the member parent or the parent who is the spouse of the member.

Ordinarily, a child's eligibility for USHBP benefits ends on the 21st birthday. There are two exceptions: mentally or physically disabled children, and fulltime students. Certain unmarried children who cannot support themselves because of a mental or physical incapacity remain eligible for benefits, regardless of age, if they meet certain conditions. They must be incapable of self-support, live in a home provided by the sponsor and be dependent upon the sponsor for more than one-half of their support. Requests for continued eligibility should be forwarded to the Commander, Naval Military Personnel Command, NMPC-641D, Washington, D.C. 20370. Also, a student pursuing an approved full-time course of study (12 semester hours or more at an accredited college or university) and is, or was at the time of the sponsor's death, dependent for more than one-half of his or her support, remains eligible for benefits until the student's 23rd birthday.

4. Parents, parents-in-law, stepparents or adoptive parents who are or were at the time of the sponsor's death, dependent on the member for more than one-half of their support and reside in a dwelling provided or maintained by the member. This does not include those who stood in *loco parentis*. (Parents, parents-in-law, stepparents and adoptive parents are excluded from all CHAM-PUS benefits.)

Eligible beneficiaries include dependents of:

- 1. Service members on active duty for more than 30 days.
  - 2. Retirees.
- 3. Members ordered to active duty for more than 30 days who die while on that duty.
  - 4. Deceased retirees.

Retirees are members who:

1. Retired after fulfilling minimum

length of service requirements.

- 2. Were permanently or temporarily retired for physical disability.
- Are on the emergency officers' retired list and entitled to retired pay for physical disability.
- 4. Are retired reservists who have met minimum length of service requirements, who are 60 years of age or older, and who are in receipt of retired pay.

USHBP has three basic treatment categories:

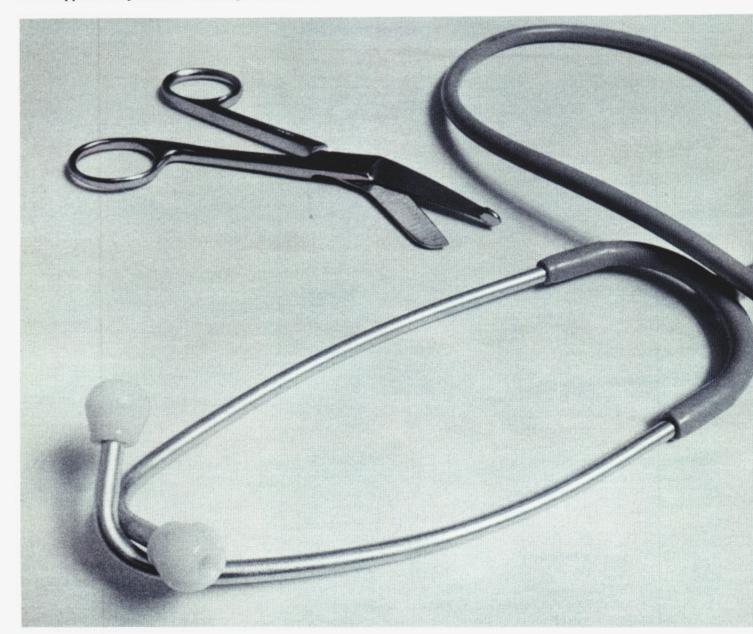
1. Dependents of active duty members can receive care at a uniformed services facility and under CHAMPUS (basic program and program for the handicapped). Dependents receiving treatment under the program for the handicapped at the time of sponsor's death continue to be eligible until they pass their 21st birthday or until they cease to be an eligible dependent, whichever comes first.

- 2. Retirees, their dependents and dependents of deceased members are entitled to medical care, on a space available basis, at uniformed services facilities and under CHAMPUS, too, but only for the basic program and not the handicapped program.
- Parents, parents-in-law, stepparents or adoptive parents are eligible for treatment on a space available basis in uniformed services facilities only.

#### **Changes in USHBP Eligibility**

When you leave active duty (unless you retire or die while on active duty), your dependents lose their eligibility for all USHBP benefits.

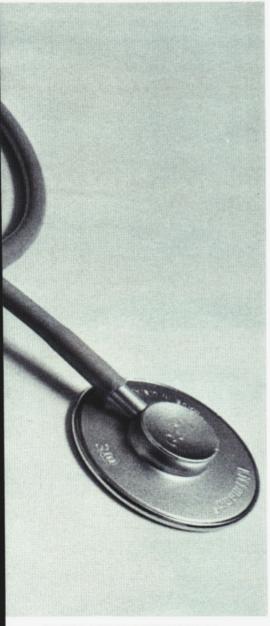
If a retired member loses entitlement to retired, retainer, or equivalent pay, he or she and dependents lose eligibility for USHBP. A retiree who waives pay, etc., does not for that reason, lose the right to medical treatment. (Retired members are eligible for care in Veterans Administration facilities on a space available basis for non-service connected disabilities or illnesses.)



A spouse loses all USHBP benefits upon final divorce from sponsor. This includes loss of maternity care for wives pregnant at the time a divorce becomes final. In such instances, the service member's child becomes eligible for USHBP benefits at birth.

With the exception of stepchildren, a child's eligibility is not affected by divorce or when a divorced spouse remarries. A stepchild relationship ends when a parent and stepparent divorce. For eligibility purposes, a stepchild relationship continues upon death of the member stepparent, but does cease if the natural parent remarries.

When a member dies and his or her



child is adopted by a person who is not a service member or retiree, that child remains entitled to USHBP benefits. However, a child of a living member loses benefits when adopted by someone who is not a service member or retiree.

If a child marries before reaching age 21, but not to a service member or retiree, eligibility stops on the date of marriage. However, if the marriage ends, the child regains entitlement to care if otherwise eligible.

Technically, an individual who received benefits before annulment of a marriage was not eligible for these benefits because, in effect, an annulment means that the marriage never existed. Normally, repayment would then be required. However, to avoid financial hardship in this instance, USHBP treats annulment in the same manner as divorce.

A child 21 or 22 years old must be pursuing a full-time course of study to remain eligible for health care benefits. However, if the child suffers a disabling illness or injury and is unable to return to school, he or she remains eligible for health benefits until six months after the disability is removed, or until the 23rd birthday is reached, whichever comes first.

The Navy Surgeon General recommends, on a case-by-case basis, whether a child is handicapped to the extent that he or she is eligible for benefits beyond the 21st birthday. If the incapacity of the child improves significantly or ceases after age 21, the child loses eligibility for all CHAMPUS benefits. This eligibility cannot be reinstated later if the incapacity recurs or the condition deteriorates.

By law, CHAMPUS benefits end when any beneficiary, other than a dependent of an active duty service member, becomes eligible for Social Security's Medicare, Part A (Hospital Insurance). This can pose special problems for individuals living outside the United States where Medicare cannot pay for health care. Dependents of active duty service members who remain eligible for all CHAMPUS benefits, yet are entitled to Medicare, must use Medicare benefits before CHAMPUS

payment enters the picture. If any amount remains after Medicare payments are made, CHAMPUS will pay up to the amount, and for those services that CHAMPUS would have paid if there were no Medicare coverage. A beneficiary not eligible for Medicare Part A can continue to receive CHAMPUS benefits after age 65 by obtaining a notice of disallowance from Social Security.

### **Uniformed Services Facilities**

Generally, if you live near a uniformed services facility, you and your dependents are already somewhat aware of the medical care available. But remember, providing health benefits to USHBP beneficiaries is a secondary function of that facility.

The primary concern of the staff must be the military member's health. Congress established that benefits provided to USHBP beneficiaries are "subject to the availability of space and facilities and the capabilities of the medical and dental staffs." The medical or dental officer in charge of the facility determines the extent of the medical treatment.

Within this limitation and some listed below, a wide variety of medical services are available at your local dispensary or clinic.

Retirees are entitled to the same health care as the active duty member, but on a space available basis.

Dependents and survivors of active duty and retired Navy members are excluded from:

- 1. Domiciliary or custodial care.
- 2. Prosthetic devices, hearing aids, orthopedic footwear and spectacles. (Outside the United States and at stations where civilian facilities are inadequate, such items may be sold to dependents or survivors at cost.) In some instances, artificial limbs and eyes *may* be provided.

Generally, care is considered on an inpatient basis when a beneficiary is admitted to a medical facility for at least 24 hours. All other care for which a beneficiary is not admitted to a medical facility is considered outpatient. There

is no charge for outpatient care at uniformed services facilities.

For inpatient benefits, retired officers and warrant officers pay a subsistence charge; retired enlisted men and women pay nothing; dependents pay \$5.00 a day.

No charge is made for newborn infants while the mother is also a patient in the hospital. If the mother is discharged before the infant, the single, daily charge continues.

If there is a uniformed services facility within 40 miles of your home capable of providing the needed inpatient care, you are required by law to use that facility. There are exceptions—for instance, true medical emergencies. This "40-mile rule" applies only to non-emergency inpatient care.

If the facility within the radius is unable to provide the inpatient care you require, you must obtain a "Non-availability Statement" from the commanding officer (or designated representative). This statement is needed before CHAMPUS can process claims for hospitalization. In some situations, on a case-by-case basis, a commander can issue a nonavailability statement even though the hospital could have provided the care. If you have any questions or doubts, you should check with the uniformed services facility before receiving inpatient care from a civilian source.

And remember, Public Health Service hospitals are an often overlooked uniformed services medical facility.

#### USHBP—CHAMPUS Basic Program

Many CHAMPUS beneficiaries mistakenly believe that the program pays the full cost of care from civilian sources. This is not the case. CHAMPUS is a cost-sharing program. The government pays a significant portion of the charges determined to be allowable. You pay the remainder.

CHAMPUS sets an allowable charge for every service and supply that a civilian source provides. The lowest of the following two amounts determines this charge:

1. Actual billed amount; or,

2. Prevailing charge of similar providers for the same service or supplies in the geographic area.

Not every civilian source of health care participates in CHAMPUS. "Participate" means that the source of care submits a claim for you directly to CHAMPUS on CHAMPUS forms. These forms contain a statement to the effect that the claimant (source of care) agrees to accept as full payment the allowable charge as determined by CHAMPUS. Other than your cost-share obligation, the claimant cannot collect any additional amount from either the government or you.

When a source does not "participate" and charges are in excess of those determined by CHAMPUS to be allowable, you will have to pay not only your share of the allowable charge, but also any amount in excess. Participation is voluntary—a civilian source of care is not bound to accept every CHAMPUS beneficiary. Before you receive any care, make sure the provider participates in CHAMPUS.

#### CHAMPUS Outpatient Cost-Sharing

If you are on active duty and your dependent receives outpatient care, you pay the first \$50 each fiscal year (a maximum deductible of \$100 if two or more dependents are receiving benefits) plus all charges exceeding 80 percent of the CHAMPUS-determined allowable charge. For other beneficiaries (retirees, their dependents, etc.), CHAMPUS pays 75 percent of the allowable charge after the same deductible has been met.

#### CHAMPUS Inpatient Cost-Sharing

Dependents of active duty service members pay \$5 a day or \$25 for the entire hospital stay, whichever is greater. When there are less than 60 days between successive admissions, CHAM-PUS considers it as one confinement in computing charges with two exceptions:

- 1. Successive inpatient admissions related to a single maternity episode are counted as one confinement, regardless of the number of days that elapse between admissions.
- A maternity admission and an admission related to an injury are considered separate admissions and costshared accordingly.

When a professional (doctor, etc.) charges separately from the hospital, CHAMPUS pays all allowable professional fees. Beneficiaries other than



dependents of active duty members pay 25 percent of allowable professional fees and hospital charges.

#### CHAMPUS Maternity Cost-Sharing

A maternity care episode starts when a woman becomes pregnant and continues through the end of the sixth week after the birth of her child. Special maternity care cost-sharing provisions cover this period of time only. Thereafter, regular cost-sharing rules apply.

When an expectant mother plans to have her baby at a civilian hospital or similar facility, CHAMPUS will share the cost on an inpatient basis as long as she has obtained a nonavailability statement. Even if a mother plans home delivery and receives all care on an outpatient basis, CHAMPUS encourages her to obtain a nonavailability statement as soon as pregnancy is established, if she lives within 40 miles of a uniformed services hospital and maternity care is

not available from that hospital. This will protect her from expenses connected with unforeseen inpatient maternity care since unexpected or early delivery, in itself, is not evidence of an emergency that would waive the non-availability statement requirement. A nonavailability statement will be issued upon request to an expectant mother who lives between 30 and 40 miles of the service hospital regardless of whether or not maternity care is available at that hospital.



#### **CHAMPUS Preauthorization**

Before CHAMPUS will share the cost of certain services and supplies, prior approval from CHAMPUS must be obtained in writing before the care is received. This preauthorization protects you financially in those areas of CHAMPUS with program limitations.

All benefits under the program for the handicapped require preauthorization. Other areas that require preauthorization include cosmetic, reconstructive or plastic surgery; dental care; and, inpatient admission to a residential treatment center, special treatment facility or skilled nursing facility.

Unless otherwise indicated by the preauthorization letter, treatment must begin within 90 days; otherwise the letter is void. A new request is necessary for any authorized service or supply not obtained within the time limit.

#### CHAMPUS Double Coverage

Double coverage occurs when a beneficiary has coverage under another program or plan that duplicates CHAM-PUS benefits.

Rules governing double coverage do not apply to Medicaid, privately purchased non-group coverage, or any coverage specifically designed to supplement CHAMPUS benefits.

When double coverage exists, the other program or plan must pay its benefits first. When the dependent of an active duty member is entitled to Medicare, that program's benefits must be used before CHAMPUS payment enters the picture. For other double coverage situations involving dependents or active duty members, CHAMPUS officials and representatives of the program or plan determine who has primary responsibility on a case-by-case basis.

CHAMPUS benefits are not available for services or supplies provided in connection with work-related illness or injury. In such cases, you must apply for benefits under applicable workmen's compensation laws. Many Navy-oriented groups offer low cost insurance which pays the deductible and the patient's cost-share (based on CHAMPUS allowable charges). Your health benefits adviser can provide further information.

#### CHAMPUS Basic Program Benefits

In many aspects, the CHAMPUS basic program is similar to private medical insurance. Benefits fall into three categories.

- 1. Institutional benefits—services and supplies provided by hospitals or skilled nursing, residential treatment and certain special treatment facilities.
- 2. Professional benefits—services rendered by physicians, dentists, clinical psychologists, podiatrists, midwives and certain other paramedical providers.
- 3. Other benefits—ambulance service, prescription drugs and medicines, and durable medical equipment such as wheelchairs, etc.

#### Program for the Handicapped Benefits

The second part of CHAMPUS is a special program to assist active duty members with handicapped dependents who cannot obtain state-funded services because they did not meet residency requirements. Only seriously physically handicapped or moderately or severely retarded qualify for assistance. Dependents of active duty members and those receiving care in the program at the time of sponsor's death are eligible.

Before an individual receives benefits, he or she must meet certain general criteria. The condition must be expected to last for at least 12 months. Because of the condition, the impaired individual cannot engage in activities of daily living expected of individuals in the same age group.

CHAMPUS then determines whether the situation warrants participation in the program for the handicapped.

Benefits include diagnosis, rehabilitation, training, special education, institutional care, durable equipment and certain transportation.

CHAMPUS must approve all services and supplies before they are received (preauthorization) except for the repair of, or purchase of, replacement parts for durable equipment provided under the program when the cost is under \$50.

Under the program for the handicapped, the beneficiary pays a portion of the costs of each month according to a sliding scale (ranges from \$25 to \$250) based on pay grade. CHAMPUS then pays its share up to a maximum of \$350 per month for the first family member. The sponsor pays any additional amount. Additional members receiving handicapped program benefits come under special provisions and are cost-shared differently.

#### **Health Benefits Advisers**

Although CHAMPUS generally shares the cost for most medically necessary care, benefits are subject to definitions, conditions, limitations and exclusions. To aid you in understanding your entitlement under USHBP, most Navy and Marine Corps facilities maintain a health benefits adviser (HBA) on board.

An HBA, appointed by the commander of a uniformed services facility, serves as a point of contact in matters involving CHAMPUS or other state and federal medical programs. He or she can help you apply for CHAMPUS benefits and otherwise aid in relations with the Office of CHAMPUS (OCHAMPUS), Aurora, Colo. 80045 or CHAMPUS fiscal intermediaries (contractors that pay CHAMPUS claims). However, the HBA is not responsible for CHAMPUS policies and procedures and has no authority to make benefit determination or obligate government funds.

#### Filing a CHAMPUS Claim

The two basic categories for submitting claims under the basic program are institutional and non-institutional. Non-institutional claims (care from civilian providers such as physicians, pharmacies or ambulance companies) account for about 70 percent of all claims.

Because of errors, CHAMPUS returns three out of every 10 claims. This slows payment to you. CHAMPUS personnel cannot fill in items you omit; they mail the claim back to you for completion.

#### **CHAMPUS Forms**

For claims involving services or supplies provided by civilian hospitals or institutions, use DA Form 1863-1. Non-institutional services or supplies can be claimed on CHAMPUS Form 500 for outpatient care.

For DA Form 1863-1, fill out only Section I, the first 13 items. Many mistakes occur in item 5. A key point to remember in completing this section is that "effective date" means date of eligibility (shown in block 15b on the back of the dependent ID card), not date of identification card. Effective date for retirees is date of retirement.

For CHAMPUS Form 500, fill out the "Patient/Sponsor" section, items 1 through 18.

Block 14 of the CHAMPUS Form 500 requires other insurance information. The previously mentioned supplemental insurance should not be entered in this block. Supplemental insurance has no impact on your CHAMPUS coverage.

Block 18 of the CHAMPUS Form 500 requires a signature. For dependents 17 years of age or less, the sponsor or other responsible family member can sign. All patients 18 years of age or older, unless incapacitated, must sign the form. The signature block information is a major cause of rejection for CHAMPUS claims. A common error is made when the sponsor signs for his/her spouse.

If you received care from a participating provider, the provider completes and sends the form to the CHAMPUS fiscal intermediary that handles claims for that area. If you use a non-participating provider, the government sends its share of the charge directly to you after you submit a claim. Payment of the entire cost then becomes your responsibility.

When a non-participating provider is involved, fill out Section I, attach legible copies of itemized paid or unpaid bills or itemized receipts to the form, and mail it to the fiscal intermediary in the area where you received care.

Identify by name and dosage, drugs and injections dispensed or administered by providers. Bills or receipts for prescription drugs must show the name and address of pharmacy, prescription numbers, dates prescriptions were filled, drug name and strength, name of patient and amount charged.

After you meet your annual outpatient deductible (\$50 per person or a family maximum of \$100), CHAMPUS



issues a Deductible Certificate. Attach a copy of this certificate to all claims for outpatient care so CHAMPUS won't deduct that amount again. Also attach copies of other necessary documentation.

Submit all claims to the appropriate CHAMPUS fiscal intermediary no later than December 31 of the calendar year immediately following the calendar year in which care was received. For example, a claim during calendar year 1979 must be filed no later than Dec. 31, 1980.

Send claims for care under CHAM-PUS basic program and program for the handicapped to the fiscal intermediary in the area where care was received. For preauthorization, send applications to Director, Benefit Services, OCHAMPUS, Aurora, Colo. 80045.

Send claims for dental care and preauthorization of dental care or related institutional services to Blue Shield of California, P.O. Box 85135, San Diego, Calif. 92138.

#### CHAMPUS Appeals and Hearings Procedures

You and certain providers of care are entitled to appeal CHAMPUS claim decisions. This administrative process does not replace a beneficiary's right to initiate legal action. However, a court rarely agrees to consider such a case until all other remedies have been exhausted.

Details on how to appeal a CHAM-PUS claim decision may be obtained from the health benefits adviser at a service medical facility.

#### **USHBP Dental Care**

As an active duty member, you are entitled to a wide range of dental care. Under USHBP, uniformed services facilities offer these same services to retirees, but on a space-available basis.

Other eligible beneficiaries (same requirement as for medical care) are restricted in their access to dental care at uniformed services facilities. Normally, dependents receive routine dental care at overseas or designated U.S. location only, on a space available basis. When routine dental care is not available or authorized, dependents are limited to certain services:

- Emergency dental or oral care.
- •Dental care deemed necessary as an adjunct to medical or surgical treatment of a disease, condition or injury.
- Preventive dentistry program including, in some cases, the flouridation of water.
- ◆Consultation, examination and diagnosis only when they are an integral part of authorized dental care.

#### **CHAMPUS Dental Care**

As such, CHAMPUS does not provide dental care benefits. Under very limited circumstances, CHAMPUS covers dental care when it is adjunctive to otherwise covered medical treatment. An example of adjunctive dental care is the removal of teeth or tooth fragments to treat facial trauma resulting from an accident. CHAMPUS requires preauthorization for any adjunctive dental care except when such care involves a medical (not dental) emergency that can be documented.

North Dakota (10) Box 7961

South Dakota (10) Box 7962

Vermont (5) Box 85117

Wisconsin (10) Box 7953

Oklahoma (10) Box 7936

Ohio (7)

Oregon (3)

Pennsylvania (9)

Rhode Island (1)

Tennessee (4)

Texas (7)

Virginia (2)

Wyoming (3)

Washington (3)

West Virginia (7)

Utah (3)

South Carolina (2)

### Where to send CHAMPUS claims for care received in a given state/area (Number in brackets refers to fiscal intermediary, listed below, serving

that state/area.)

Kentucky (2) Alabama (7) Alaska (3) Louisiana (7) Arizona (5) Box 85019 Maine (5) Box 85117 Arkansas (10) Box 7938 Maryland (9) California (5) Box 85020 Massachusetts (5) Box 85117 Michigan (5) Box 85116 Colorado (7) Connecticut (5) Box 85117 Minnesota (10) Box 7959 Delaware (9) Mississippi (7) Missouri (10) Box 7939 Dist. of Col. (2)

Dist. of Col. (2) Missouri (10) Box 7939
Florida (5) Box 85022 Montana (3)
Georgia (7) Nebraska (7)
Hawaii (6) Nevada (5) Box 85023
Idlaho (3) New Hampshire (5) Box 85117
Illinois (10) Box 7952 New Jersey (1)
Indiana (2) New Mexico (5) Box 85021

Iowa (10) Box 7956 New York (1)
Kansas (10) Box 7934 North Carolina (2)
Canada, Mexico, Central and South America (7)

Europe, Africa and Middle East (8) Pacific Area (including China and Thailand) (6)

Puerto Rico (5) Box 85022

Dental and Christian Science claims (all states/areas) (5) Box 85035

### Fiscal Intermediaries that Pay CHAMPUS Claims

- (1) Blue Cross of Rhode Island One Weybosset Hill Providence, R.I. 02903
- (2) Blue Cross of Southwestern Va. P.O. Box 13828 Roanoke, Va. 24034
- (3) Blue Cross of Washington/Alaska P.O. Box 77084 Seattle, Wash. 98177
- (4) Blue Cross/Blue Shield of Tenn. 801 Pine Street Chattanooga, Tenn. 37402
- (5) Blue Shield of California use Box No. for your state San Diego, Calif. 92138
- (6) Hawaii Medical Service Assn. P.O. Box 860 Honolulu, Hawaii 96808

- (7) Mutual of Omaha Insurance Co. 3301 Dodge Street Omaha, Neb. 68131
- (8) OCHAMPUSEUR 144 Karlsruherstr. 6900 Heidelberg, FRB or APO NY 09102
- (9) Pennsylvania Blue Shield P.O. Box 65 Camp Hill, Pa. 17011
- (10) Wisconsin Physicians Service P.O. Box 7939 (professional claims). For institutional claims, use Box No. for your state Madison, Wis. 53707

	Table 11. Medical Benefits For The Navy Family								
		Uniformed S Facilities	ervices	Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)					
2	PATIENTS	Hospitalization/Outpatient  On a space-available basis  On a space-available basis  On a space-available basis  Hospitalization Outpatient		Basic F	Program for the Handicapped				
				Hospitalization	Outpatient	Program for the Handicapped			
	Spouse or child of active duty member			Eligible, but may need nonavailability statement	Eligible	Eligible			
	Spouse or child of retired member  Surviving spouse or child of deceased active duty or retired member			Eligible unless entitled to Medicare (Part A). Also, may need nonavail- ability statement	Eligible unless entitled to Medicare (Part A).	Not eligible			
	Dependent Parent or parent-in-law of active duty, retired, or deceased member			Not eligible	Not eligible	Not eligible			
	соѕтѕ			Hospitalization Outpatient		Program for the Handicapped			
	Spouse or child of active duty member	hild of retired Imember (rate reviewed annually)  No charge (rate reviewed annually)  No charge (rate reviewed annually)  No charge Subsistence Subsistence (rate reviewed annually)  No charge No charge No charge No charge (rate reviewed annually)  No charge Subsistence (rate reviewed annually)  No charge No charge (rate reviewed annually)  No charge Subsistence (rate reviewed annually)  No charge (rate reviewed annually)  Subsistence (rate reviewed annually)  No charge (rate reviewed annually)  Subsistence (rate reviewed annually)		whichever is greater (rate reviewed	20% of allowable charges above the deductible (first \$50 each fiscal year— \$100 maximum per family)	Patient's share per month depends on paygrade of sponsor—\$25 for E-1 to \$250 for O-10. CHAMPUS pays remainder up to \$350 per mo			
	Retired: Enlisted Officer Spouse or child of retired or deceased member			25% of allowable charges above the deductible (first \$50 each fiscal year— \$100 maximum per family)	Not eligible				
n n	Dependent parent or parent-in-law of active duty, retired, or deceased member	\$5.00 per day (rate reviewed annually)	No charge	Not eligible	Not eligible	Not eligible			



# PCS Transfers and Housing

In the Navy, transfers are inevitable. However, just knowing the transfer will come won't make it any easier. What will make it easier is knowing what information you need, where to get the info and what the Navy's policy is regarding PCS moves and housing.

This chapter discusses those specific topics. It gives you tips on renting, signing a lease, buying a home, and borrowing mortgage money. It also lists Navy Lodges you can use when you're involved in a PCS move.

The help you get in moving, plus all the legal advice (free), is a significant part of the Navy family's total benefit package.

\* \* \*

#### **Moving Your Household Goods**

Executing permanent change of station (PCS) orders and finding affordable housing at your new duty station can be one of the most complex and disruptive times in your Navy life—but it doesn't have to be.

There are a number of things you should know, steps you should take and responsibilities you should be aware of to guarantee a smooth and trouble-free transition to your new duty station. Let's begin with the move.

Moving people and their household goods is a complex business. It involves the knowledge of contracts with commercial carriers, varying entitlements, regulations and charges. Therefore, the first and most important step to take when arranging your household goods' shipment is, go to the expert—your command's Personal Property Transportation Officer (PPTO)—for the facts.

Each branch of the armed forces operates Personal Property Transportation Offices—in some cases they might be jointly staffed offices. Regardless of which branch serves you, you will have experts working for you.

Upon receipt of orders, immediately make an appointment with the PPTO. The more time you give yourself and the PPTO to arrange your move, the smoother it will go. Waiting until the last few days before departure may prevent moving on the date of your choice. This is particularly true during the summer months, when most moves—civilian as well as military—take place.

#### **Time Limits**

It's especially important to remember that personnel assigned to overseas duty stations, and those retiring or being released from active duty, may have different options open to them and, therefore, should consult the nearest PPTO for details.

Since moving affects the entire family, both you and your spouse should attend the interview with the PPTO. This is especially true when the member with orders must leave for a new duty station before dependents can be moved. In addition, when it comes to asking questions, two heads are better than one.

You must bring to the interview at least seven copies of your orders for each shipment you intend to make. For example, if you plan to ship household goods and unaccompanied baggage, you will need at least 14 copies of your orders. If required for an overseas area, also bring your entry approval or delayed entry approval.

If you cannot personally visit the PPTO, your spouse or someone else can act as your agent. As such, your agent must have written permission from you to act in your behalf in arranging shipment of your personal property. A power of attorney is the preferred document.

When you arrive at the PPTO, you will be interviewed by a personal property counselor and be required to fill out the appropriate forms. The forms pertaining to shipment and storage of your personal property are very important. If filled out incorrectly, your shipment could be delayed.

During the interview, you will select a packing and pickup date, and a required delivery date at destination; you'll be given a copy of each document prepared during the interview, and you'll be afforded ample time to ask questions. If you know the answers *before* your move is made, chances are, no unpleasant or costly surprises will be waiting at your new duty station. Therefore, you

should discuss the following topics.

#### What Can I Ship?

You can ship items considered to be household goods. They include furniture and furnishings or equipment, clothing, unaccompanied baggage, personal effects, professional books, papers and equipment and all other personal property associated with your home and yourself.

You can also include *small* spare parts for your privately-owned vehicle—extra tires and rims, tire chains, tools, battery chargers, accessories and the like.

Certain items such as live plants, perishable foods, alcoholic beverages, aerosol cans, flammables and acids are not authorized as personal property for shipment. Your personal property counselor will provide you with a com-

plete list of unauthorized items.

### Are There Weight Limitations?

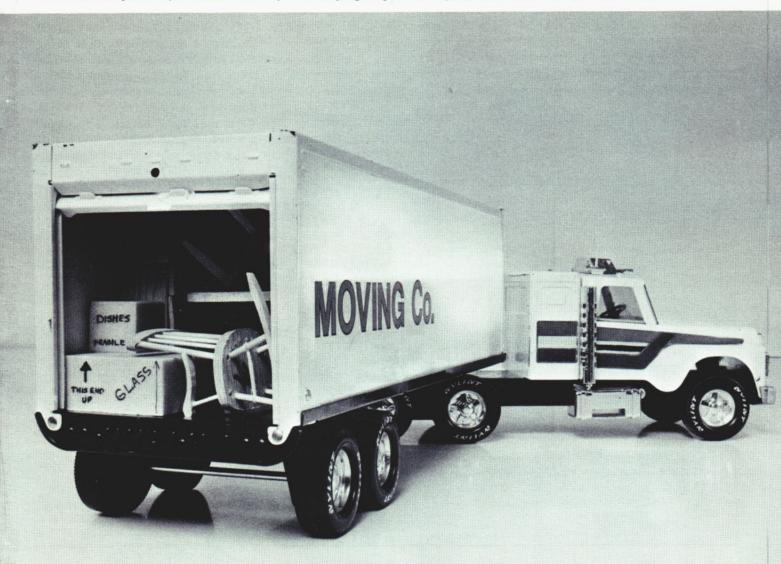
Two factors govern the weight allowance of household goods and personal property you can ship at government expense: your paygrade and the location of your new duty station. Some items—professional books, papers and equipment which you use on the job—are not counted as part of your personal property weight allowance. However, you must separate these items so that the movers can weigh, pack and mark them individually to preclude their being charged against your authorized allowance.

Items which are required by you and your family right up to moving day, and

needed immediately upon arrival at your destination are considered unaccompanied baggage.

In general, the following kinds of items may be included: clothing, linens, dishes, cooking utensils and articles needed for the care and comfort of an infant; small radios and tape recorders, portable sewing machines, portable phonographs and similar items; other articles necessary for your family's health and comfort; and professional books, papers and equipment urgently needed in the performance of your official duties.

Remember, however, that although these items may be packed and shipped separately from your household goods' shipment, with the exception of professional equipment, they are still charged against your total prescribed weight allowance. (See Table 12.)



#### **Number of Shipments**

The personal property counselor will explain the number of shipments and place or places you are entitled to ship from and to after reviewing your orders. Normally, you can make a shipment of your household goods and, particularly in the case of overseas transfers, an unaccompanied baggage shipment.

#### **Storage of Property**

The government will pay for two types of storage—temporary and non-temporary storage.

Temporary storage up to 90 days is authorized in connection with a shipment of PCS weight allowance of household goods. An additional 90 days may be granted, providing it is properly requested and justified. In no case can temporary storage exceed 180 days.

Non-temporary storage is generally for a longer period of time and is usually authorized only with certain types of orders. Your counselor will tell you if you're entitled to this type of storage.

#### **Shipment of Cars**

The government assumes the expense of shipping your personal vehicle from a port near your old duty station to a port near your new duty station in connection with overseas orders or home port changes.

Some overseas locations have entry requirements on vehicles. Check with your PPTO for details.

After your interview, the PPTO will make all the arrangements with the moving company to pack, load and move your property. But your job doesn't end with the interview—it's important that you know both your own and the carrier's responsibilities in handling and moving your property.

#### Table 12. Net Weight Allowances (Pounds)

Rank or Rate	Temporary change of station weight allowance	Permanent change of station weight allowance
Admiral	2,000	13,500
Vice admiral		13,500
Rear admiral (upper half)	1,000	13,500
Rear admiral (lower half) and commodore	1,000	13,500
Captain	800	13,500
Commander	800	13,000
Lieutenant commander and warrant		
officer (W-4 paygrade)	800	12,000
Lieutenant and warrant officer (W-3)		11,000
Lieutenant (junior grade) and warrant officer (W-2)	600	10,000
Ensign, officer graduate of USNA, officer graduate of the Coast Guard Academy and warrant officer (W-1)	600	9,500
Enlisted personnel:		
E-9		9,500
E-8	500	9,000
E-7		8,500
E-6		8,000
E-5		7,000
E-4 (with over 2 years' service)	400	7,000
E-4, E-3, E-2 and E-1 with 2 years' service or less		1,500*
USNA midshipman	225	225
Aviation cadet	400	400
*Overseas only.		

#### You and the Packers

Dismantle TV antennas and outdoor play equipment such as swing sets; disconnect and remove window air conditioners; disconnect all major appliances; dispose of perishable foodstuffs, opened food containers which might spill or spoil, and worn-out or no-longerwanted articles (this includes, of course, emptying, defrosting and cleaning your refrigerator and freezer); segregate high-value or easily pilferable articles you intend to carry with you, or those to be inventoried and packed separately, and remove all pictures and mirrors from the walls.

Once again, your PPTO will provide you with a specific list of your responsibilities during the packing, inventory and loading process. Some important things to remember are:

- Do not pack anything yourself, unless you are willing to assume the responsibility for any damage that may result from an improper packing job.
- Don't sign the inventory or any other document not completely filled in. Verify the number of cartons the carrier claims to have used, and verify that all stated services have been performed.
- Never argue with the packers or movers; call the PPTO. As the government's representative, the PPTO has the expertise and the legal authority to examine and, usually, solve any problems that may arise during the move.

#### The Carrier's Responsibilities

The carrier's responsibilities are spelled out in the signed contract. Therefore, it is to both your own and the government's advantage to see that each duty is fully carried out. Since the list is long and specific, be sure to obtain a copy from the PPTO.

After the move, if it was made within the continental United States, fill out the form evaluating the carrier's performance (MT Form 235). Within 10 days of completing the move, you should return the form to the destination PPTO. This form grades the performance and is used in awarding future government

moving contracts to that carrier.

Each move is different and you will undoubtedly have other specific questions about your shipment. Chances are good that your personal property counselor will answer questions you never thought to ask.

Moving is a specialized—and costly—business. That's why each of the military services has hired and trained experts in the field. That's also why you should turn to those experts for help in making a successful move.

#### Do It Yourself

What if you just can't bring yourself to turn your belongings over to strangers? You do have an alternative to a commercial move—the Do-It-Yourself (DITY) program.

Still considered in its infancy, the

DITY program (pioneered by the Navy in 1971) is beginning to show marked usage as more officers and enlisted personnel become aware of the monetary and personal benefits of the program.

In the fiscal year that ended Sept. 30, 1978, more than 6,700 officers and enlisted members made DITY moves and earned average incentive pays of \$167. At the same time, the Navy saved an estimated \$136 per move.

The personal benefits of the program combine favorably for both the member and the Navy. These include:

- Simultaneous arrival of a member's property and family at the new duty station.
- Because the member is handling his own goods, damage is sharply reduced. This helps reduce the Navy's annual \$2 million bill for damage claims

on shipments moved commercially.

• A DITY move can be made in conjunction with a regular commercial move, in many instances, to accommodate an individual's particular needs. For example, if you have valuable antiques, you might want to move the regular goods commercially, but handle the antiques by yourself.

Because a member drives to a new duty station in a rental truck does not mean that travel allowances are forfeited. Dependents, although they ride to the new duty station in the truck, are still authorized a mileage allowance.

Your PPTO will assist you in determining what size rental truck you need, arrange for packing material and obtain an advance from the contractor for gas, oil and tolls.

For more information, talk to your PPTO.



#### Shipping a Mobile Home

You're entitled to an allowance—limited to 74 cents per mile—to have your mobile home moved from one duty station to another within the continental United States. Your PPTO will make arrangements to have your mobile home moved on a government bill of lading. The carrier bills the government and the service member pays the difference. In the case of a mobile home, that difference can be very expensive.

For example, if you have a 12-foot by 60-foot mobile home and have it moved from Arlington, Va., to Long Beach, Calif., (about 2,600 miles) you'd be allowed \$1,924 (74 cents per mile). But your actual cost is likely to be over \$3,500—and that will not include the cost of unblocking and reblocking your home, disconnecting and connecting utilities, packing and locating contents in preparation for the move, or unpacking at the destination. This \$3,500 obviously would vary according to the number of charges required for flagging and escort services, tire changes, etc.

If you do not contact the PPTO or elect not to use the arrangements available through the PPTO to move a mobile home, the Joint Travel Regulations prescribe payment of 11 cents per mile.

If the PPTO cannot obtain commercial services, you will be provided a certificate allowing you to make arrangements to have the mobile home moved. In this case, you must then submit a claim supported by the PPTO's certificate to collect the 74 cents per mile allowance.

If you claim the 74 cents per mile allowance to have your mobile home moved, you forfeit your right to a dislocation allowance and usually to a separate shipment of household goods.

If you don't have a lot on which to set up your mobile home when you arrive at your new location, you'll have to store it—and you'll have to pay for the storage. Unlike a regular household goods' shipment, the government will not bear the expense of storing a mobile home.

## Housing for Navy People Everywhere

Housing has always been a primary concern of Navy people regardless of duty assignment. The Navy has always placed great emphasis on the welfare of its people and is doing everything possible to improve housing conditions as budgetary constraints permit. In fact, the principal objective of the Department of Defense military housing program is to ensure that all military personnel and their dependents have adequate quarters. To do this, members are provided with either a basic allowance for quarters (BAQ) or assigned to adequate government housing.

Basic policy is to rely on the local civilian housing market in communities near military installations as the primary source of family housing. New construction is programmed for eligible (E-4 and above with over two years' service) military personnel only when community support is limited or inadequate due to cost, distance or quality.

At the beginning of each year, certain military installations conduct surveys to determine whether a local community's housing market can meet the Navy's needs. All existing military housing units, units under construction, and approved construction programs are listed. The rental assets in the area are then evaluated for suitability.

Several criteria are used to evaluate the rental units before they are determined suitable and usable by military members. First, a unit must be within one hour's driving time of the base during rush-hour periods. Second, the unit must be in good condition—it has to be a complete dwelling with a private entrance, private bath and private kitchen. Third, and possibly most important, it must be affordable.

If a unit passes all three tests, it is added to the total of military housing units—all such units add up to the grand total of units available for use by military families in any particular area. This grand total is then compared with the number of military families in the area to ascertain if the total units available are sufficient to house at least 90 percent of the eligible military families expected



60 ALL HANDS

to be in the area within the planning cycle (generally five years). If there are not enough units, there is justification to request additional construction to be programmed by DOD. If DOD determines that the survey results are accurate and the Navy's conclusions are valid, then the Navy housing request will be incorporated into the overall Family Housing Construction program and presented to Congress.

The normal span for identification of a housing need, congressional approval of construction, and actual construction is three to five years.

#### **Public Quarters**

As popular as living in the civilian community is, base housing still is the choice of many as evidenced by long waiting lists. There are several reasons for this: perceived savings (residential heating costs, gas and fuel oil are constantly increasing); convenience to commissaries, exchanges and maintenance facilities; and commonality with neighbors.

Public quarters fall into three categories—adequate public quarters, inadequate public quarters and transient family accommodations.

The Navy currently manages about 67,000 adequate public quarters which are available to service members in lieu of BAQ. These quarters are normally unfurnished with the exception of a stove and refrigerator, and all the utilities—except the telephone—are paid by DOD.

To give everyone equal treatment in the assignment of these quarters, the Chief of Naval Operations (CNO) has established the following guidelines:

- Control of housing assignments is centralized whenever possible.
- All eligible Navy personnel with accompanying dependents, whether assigned afloat or ashore, are given equal opportunity to obtain housing.
- Every effort is made to allow each member to assess accurately the chances of being assigned to military family housing at some time during his or her tour.
  - There is no discrimination because

of race, color, creed, national origin or sex.

- No more than 25 percent of the public quarters at any installation may be designated for officers without the specific approval of the CNO.
- Assignment shall be made to units with specific numbers of bedrooms based on family composition only for personnel O-3 and junior.

Navy families are usually assigned to military family housing which was built for those in the breadwinner's paygrade. Sometimes, however, local conditions permit assignment of a family to housing normally designated for sponsors one grade senior or junior.

Adequate public quarters are classified as:

- · Enlisted quarters.
- Junior officer quarters (O-3 and junior).
- Field grade officer quarters (O-4 and O-5).
  - Senior officer quarters (O-6).
  - · Flag quarters.

Housing eligibility is limited to E-4 and above with more than two years' active service. However, adequate quarters may be assigned to Navy families whose sponsor is in lower grades *only* if the housing requirement of all eligible personnel in the area and families of eligible personnel on unaccompanied tours elsewhere have been satisfied.

Exceptions may be authorized when severe hardship is involved, or when it is otherwise considered to be in the best interest of the government.

The Navy manages approximately 6,000 inadequate public quarters (IPQ) which are available to all Navy members, regardless of rank or rate, on a first-come, first-served basis.

These units are similar to adequate public quarters except that they have been declared inadequate, normally because of floor space limitations. Members assigned to IPQs pay a set percentage of their BAQ, up to 100 percent, as necessary, to allow the quarters to be operated on an essentially break-even basis.

The quarters are retained only as long as they can be maintained in a safe and sanitary condition. Members residing in IPQs may remain on waiting lists for adequate public quarters.

### Transient Family Accommodations

Transient Family Accommodations (TFA) are inadequate public quarters which have been removed from the family housing inventory and are for use by accompanied personnel of all grades assigned to ships undergoing overhaul or repair.

Naval shore installations authorized to operate TFA and the number of units at each are Norfolk Naval Shipyard (73), Puget Sound Naval Shipyard (347), Naval Support Activity, Mare Island (240), and Naval Support Activity, Los Angeles (142).

The units are furnished and offered at minimum rental rates as approved by the Commander, Naval Military Personnel Command. Personnel taking advantage of TFA may still draw basic allowance for quarters (BAQ) or retain government housing at the regular home port.

### Unaccompanied Personnel Housing

At all levels of the Navy chain of command, continuing emphasis is placed on the improvement of housing ashore. Every man and woman reporting to a naval shore installation for duty is interested in obtaining an attractive, comfortable place to live. The Navy makes unaccompanied personnel housing (UPH, formerly known as bachelor quarters) as desirable as possible.

There are two ways in which the Navy satisfies the housing needs for its personnel without dependents and transients. Unaccompanied personnel housing has been constructed at 210 installations throughout the world. When adequate housing for unaccompanied personnel is not available, service members are normally eligible for compensation, either basic allowance for quarters (BAQ) or per diem. Permanent party members are entitled to BAQ, and transients are entitled to the quarters portion of per diem.

Navy installation commanders plan the utilization of on-base UPH so that housing requirements of each group listed below are fulfilled in order. This ensures that service members with a greater need for Navy UPH are accommodated on base. Of course, in areas with housing shortages, all eligible groups cannot always be accommodated. To provide adequate housing for as many residents as possible, the following UPH assignment priorities have been established:

- First priority: Personnel serving in billets that require they live aboard to ensure accomplishment of the activity's mission, for contingency operations, to meet a training requirement, or for the maintenance of a disciplined force. They will be housed in adequate accommodations before any others.
- Second priority: Includes crew members (without dependents) of one-crew submarines, ships less than 1,000 tons gross displacement, afloat staff not aboard ship, and crew members (without dependents or with dependents but unaccompanied) of any ship made uninhabitable by overhaul, repair, decommissioning, etc.
- Third priority: Permanent party personnel who want to live in Navy UPH, including those without dependents and those who are legally separated or divorced, students without dependents on permanent change of station orders, and service members on PCS orders in CONUS or overseas who are not entitled to travel of dependents or are not eligible for military family housing. Priority will be accorded first to E-4 and junior.
- Fourth priority: Personnel assigned to temporary duty without entitlement to per diem, including those in the training pipeline whose orders do not specify a permanent duty station. This category does not include military on "no cost" TAD orders.
- Fifth priority: Covers permanent party personnel "on duty under instruction" who are eligible for military family housing in CONUS or Hawaii who, by choice, are not accompanied by dependents, and their tours are not planned to exceed 33 weeks in length.
  - Sixth priority: Includes temporary

duty/transient personnel who are normally entitled to per diem and military personnel on "no cost" TAD orders.

- Seventh priority: Includes permanent party without dependents who do not wish to be assigned to UPH, preferring to live off base and draw BAQ. This priority is necessary to avoid wasting taxpayers' money by building and maintaining empty UPHs and paying BAQ at the same time.
- Eighth priority: Consists of service members with eligibility for family housing in CONUS or Hawaii who, by their own choice, are unaccompanied by dependents and who are not included in the fifth priority category. This in-

Table 13.

Minimum standards of adequacy for involuntary assignment of permanent party personnel and PCS students.

GRADE	MINIMUM STANDARDS
O-3 and above	400 sq. feet, net living area.
	Living room, bedroom, private
	bath, access to kitchen or of-
	ficers dining facility receiving
	appropriated funds.
W-1-O-2	250 sq. feet, net living area.
	Combination sleeping/living
	room with private bath.
E-7-E-9	200 sq. feet, net living area.
	Private room with private bath.
E-5-E-6	90 sq. feet, net living area. Room
	with no more than two people
	and central head facilities.
	90 sq. feet, net living area. Room
E-1 recruits and	with not more than four people
trainees	and central head facilities.
E-1 recruits and	72 sq. feet, net living area. Open
trainees	bay and central head facilities.

#### Minimum standards of adequacy for involuntary assignment of temporary duty and transient personnel.

GRADE	MINIMUM STANDARDS
All officers and warrant officers	250 sq. feet, net living area. Private room with bath shared by no more than one other.
E-7 – E-9	100 sq. feet, net living area.  Private room with central head facilities.
E-5-E-6	90 sq. feet, net living area. Room with not more than four people and central head facilities.
E-1 - E-4, except	90 sq. feet, net living area. Open
E-1 recruits and trainees	bay (minimum) and central head facilities.
E-1 recruits and trainees	72 sq. feet, net living area. Open bay and central head facilities.

cludes Navy members initially reporting on PCS orders who are in the process of arranging housing for their dependents.

• Ninth priority: When adequate housing is available after all personnel in the preceding priority categories have been assigned, the following groups may be assigned to UPH on a space available basis: service members on leave and retired service members.

Once assignment to housing for unaccompanied personnel has been made, or a reservation for personnel in any of the first eight priority categories has been confirmed, the accommodations are committed. Normally, no resident will be directed to involuntarily vacate housing in favor of a resident in a higher priority category, except when directed by the installation commander for reasons of military necessity.

For each paygrade, DOD has specified what is to be considered adequate housing for involuntary assignment. Residents should receive no less than what is specified when they are mandatorily assigned to UPH, except in cases of military necessity. At some commands with housing shortages, housing may be fully assigned to residents in higher priority categories. When there are no adequate UPH available for assignment, Navy members may volunteer to live in inadequate UPH. (See Table 13.)

At certain locations rapidly rising civilian housing cost and shortages of UPH on base combine to make adequate housing unavailable. It may be necessary for installation commanders to take steps to provide the best housing for the greatest number of service members. These steps include close monitoring of empty beds and may include requests to higher authority to temporarily lower minimum standards of adequacy for transients.

Buildings are not all that is required to create a decent place to live. Throughout the Navy, actions are being taken to make unaccompanied personnel housing more livable:

• The management of UPH has been designated for personnel in the mess management specialist (MS) rating. As more trained MSs are assigned to UPH management, Navy housing will become

more professionally managed.

• To fulfill training requirements and improve the management techniques of UPH managers, a formal training course in UPH management is offered at NATTC Memphis, Tenn. Also, a team of highly-trained senior MSs is

available to provide on-site management review and training to all commands which have UPH operations.

• Commanding officers are ensuring that UPH for unaccompanied members are well managed. They have implemented local procedures to get senior command personnel concerned about the welfare of residents and involved in the UPH operations.

Additional information concerning your entitlement to adequate UPH may be obtained from the housing officer at your command.

## Civilian Market Housing

In addition to providing base housing and housing allowances, the Navy also helps members find a place to live.

When you receive PCS orders, an item is included which directs you to report to the Housing Referral Office (HRO) at your new duty station. The HRO can ease the trauma that is sometimes associated with moving to a new city. Among the services offered by the HRO to help newcomers are:

- Maintaining rental and sales listings for all housing within commuting distance of the installation.
- Assisting in determining the vacancy/availability of specific units before the service member leaves the office.
- Investigating any and all complaints of discrimination.
- Maintaining a listing of all landlords/ housing complexes practicing discrimination.
- Acting as a mediator in service tenant/landlord disputes when requested.

The HRO, available to *all* Navy members, can save you time and money and cut down on some of the inconvenience of relocation.

#### Renting

When you choose to live in the community, the rent you pay—in spite of your BAQ—will represent a sizable portion of your income. Therefore, you should be aware of some of the legal and financial obligations.

When you've found the place you want, you may be asked to sign an application for a lease and to pay a deposit. This document isn't the actual lease. So before you sign it, make sure

it includes this point: the money you've deposited to hold the unit will be refunded if the unit does not become available within a stated time limit. Make sure you get a receipt and a copy of the application.

Before you move in, you may be asked to pay a security deposit which is usually equal to one month's rent. The deposit is to cover the cost of any repairs you may be responsible for when you vacate. If you keep your apartment or house in good shape so that no repairs are necessary, your deposit should be returned. Be sure to keep the receipt for your security deposit or, if you pay by check, be sure to note on the face of the check, *security deposit*.

The lease itself is a contract which defines the rights and obligations of both the landlord and tenant. When you sign a lease, you are legally bound to observe its terms. Don't take the rental agent's word that it is just a standard form and that everybody signs it. Read it over, make sure you understand it, and consult your Legal Assistance Officer before signing. Military personnel have special problems and leases should be drawn to protect their interests as well as those of the landlord.

Every military tenant should insist that a *military clause* be included in the lease. The clause generally states that, subject to the payment of a specified amount, the tenant can terminate the lease. It provides the military tenant a way to end a lease prematurely for reasons connected with military service. There is no standard military clause. The wording is a matter for negotiation

between you and your prospective landlord.

Most leases are for 12 months. But if you can't stay for the entire term, you may exercise the military clause. However, you probably will have to forfeit a certain amount of money called liquidated damages. This compensates the landlord, to some extent, for the sudden break in tenancy.

If you stay for less than six months of a 12-month term, it is not out of line for you to pay an extra month's rent. If you terminate the lease any time after six months, it's not unreasonable for the landlord to demand half a month's rent. In any case, whatever payments you would owe for early termination should be spelled out in the lease.

Laws and customs regarding the landlord-tenant relationship may vary widely from state to state. In some communities they are rather informal. In larger communities the legal arrangements are detailed and precise.

Before you sign any lease, however, you should consult your Legal Assistance Officer or your Housing Referral Officer.

#### **Buying**

Since buying a home requires a considerable outlay of money, you probably suspect that there is an advantage to buying rather than renting. In some cases, there is. Those who pay rent receive nothing but the use of the premises they occupy. Those who buy, however, have a portion of their monthly payment applied to equity. Each time a payment is made, a little more of the

loan is paid off until you own a considerable chunk.

The part of your monthly payment which is not applied to equity is applied to the payment of interest on the loan and sometimes to taxes and insurance, if they are included in the payment. The portion of the payment which is applied to interest can be claimed on your income tax return to reduce your taxable income. If you itemize your deductions, you may save money in this way.

#### **Mortgages**

If you decide to buy a home, the chances are you won't have enough money to pay cash, so you must borrow. Loans on homes require a mortgage or deed of trust.

Savings banks, savings and loan associations, life insurance companies and mortgage companies all specialize in lending money for the purchase of real estate. The amount these organizations are willing to lend will depend on the locality, the current interest rate on mortgage loans, the appraised value of the property you want to buy and your ability to repay the loan.

Existing mortgages fall into three general categories: conventional mortgage loans, mortgage loans guaranteed by the Federal Housing Administration (FHA) and mortgage loans guaranteed by the Veterans Administration (VA).

Anyone is eligible to apply for a conventional or FHA mortgage loan. For those who have the down payment and financial standing, the conventional mortgage loan is usually the easiest to place.

The reason is that since the lender takes the full risk that accompanies any kind of loan transaction, he charges the highest legal interest that the market will support; his credit examination of the borrower is likely to be stricter than in the case of FHA and VA loans; and, because he has more flexibility in raising his interest rates to meet the current market level, the lender is more likely to accept a conventional mortgage in times of high interest rates than he is to accept an FHA or a VA mortgage on

which the interest is limited.

FHA mortgages differ from conventional mortgages in two ways. First, the lender is insured by the Federal Housing Administration against losing money on the loan. Second, interest rates, the percentage of the appraised value that can be lent and other terms of the mortgage loan, including prepayment provisions, are much more closely regulated by federal law.

The Veterans Administration has been *guaranteeing* home loans for veterans and service members for more than 35 years. During the same period, VA has co-signed more than 10 million mortgages totaling more than \$174 billion.

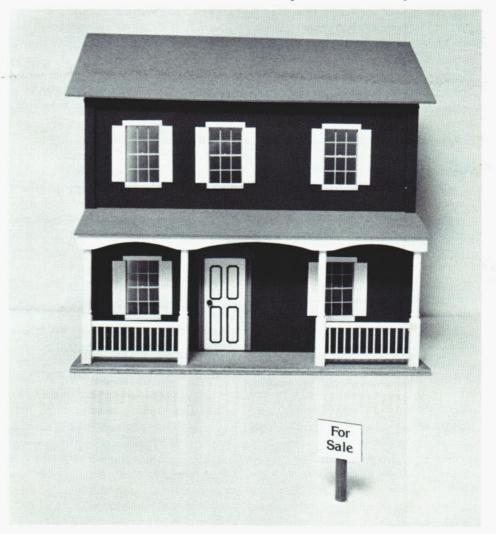
A guarantee is simply that amount for which VA co-signs on your mortgage. If, for example, VA guaranteed \$17,500 of a \$37,000 mortgage on a home, and the borrower later defaulted

causing the lender to foreclose, Uncle Sam would have to pay the guaranteed portion of the loan and subsequently bill the borrower for VA's net loss after the home was resold. (VA usually assumes the entire note and resells the home itself. Occasionally, a purchaser can get a bargain by checking VA listings first when searching for a home.)

The readily apparent benefit of the guarantee program is that it meets the requirement for investment protection demanded by commercial lending institutions through substantial down payments. Because VA-guaranteed loans require no down payments (because VA affords the lender protection), it's easier for young couples and those who have been unable to save enough for a conventional mortgage loan to purchase their first home through the VA.

Other advantages are that the VA:

Inspects homes and requires sellers



to meet minimum quality standards, thereby ensuring that VA purchasers get value for their home-buying dollars.

- Is ready to work with purchasers who find themselves in temporary financial straits after purchasing a home. Often the administration acts as a liaison between the service member and the lender to prevent foreclosure and effect a mutually acceptable agreement temporarily lessening payments.
- Polices builders to ensure they follow building codes.
- Continually works with lenders, encouraging them to lend to service members and veterans under the guarantee program.
- Works closely with potential purchasers to ensure they are aware of hidden costs in home ownership and they are not buying a home which they may outgrow.

The maximum guarantee for VA-backed home loans is \$25,000 or 60 percent of the loan amount, whichever is less. Certain severely disabled veterans may obtain a grant of up to \$30,000 to buy or adapt a residence to meet their special needs. In addition, the VA can guarantee loans for energy-related home improvements, including installation of solar heating and cooling systems and loans for condominium conversions.

Housing prices have risen so rapidly during the past years that many Navy members have been priced out of the home-buying market. For some, an alternative to buying traditional housing or a condominium is purchasing a mobile home.

The maximum loan amount for which a VA-guaranteed mobile home loan can be made for a new unit, for a used unit or a lot upon which to place a mobile home is limited to the reasonable value of the unit or lot as determined by the VA. The loan maximum for the preparation of an undeveloped lot is limited to an amount determined by the VA to be appropriate to cover such cost.

Allowable repayment periods vary according to factors such as whether the home is double or single-width. The loan may be used to purchase either:

· A mobile home unit, double or

single width.

- A land lot for an already-owned mobile home.
- A mobile home unit and lot for installation.
- Or, for preparation of a lot on which a mobile home will be installed.

Eligibility for a VA-guaranteed loan requires that you either be on active duty or a veteran, and qualify under the following guidelines:

- Served on active duty for a period of 90 days or more, any part of which occurred between Sept. 16, 1940 and July 25, 1947, between June 27, 1950 and Jan. 31, 1955 or between Aug. 5, 1964 and May 7, 1975; or 181 days or more of continuous active service, all of which occurred after July 25, 1947 and prior to June 27, 1950 or any part of which occurred after Jan. 31, 1955 prior to Aug. 5, 1964 or after May 7, 1975. Such service must have been under conditions other than dishonorable or you must have been discharged or released from such service because of a serviceconnected disability.
- Unmarried surviving spouses of members who served on or after Sept. 16, 1940 are eligible if the member died as a result of a service-connected disability.

Another requirement states that if a veteran or service member has previously used a VA guarantee, that loan must have been paid in full or assumed by another VA purchaser before the member is eligible for a second guarantee loan.

There are more than 30 million veterans, not including active duty members, living in the United States. Many of them are eligible for the VA home guarantee program. If you are one, or are an interested active duty member seeking to enter the housing market, contact the nearest VA office, commercial lending institution or a service representative of any national veterans' organization for more information and applications.

Buying a home is an important step in your life and unless you're an old hand at real estate transactions, obtain legal advice from your Legal Assistance Office or a civilian attorney.

### **Navy Lodges**

There are more than 1,000 Navy Lodge units at 38 locations in the United States and overseas. Navy Lodges, although varied in size, offer moteltype facilities at \$10-\$25 per night for the entire family. Most lodges offer limited maid service, coin-operated washers and dryers, assorted vending machines, telephones, kitchenettes, air conditioning, color television and one-day laundry and dry cleaning services.

In addition, since most lodges are on or near naval bases, facilities such as the Navy Exchange, commissary store, recreation activities, and clubs are readily accessible.

Although the main function of the Navy Lodge is to provide accommodations for Navy families on PCS moves, other authorized military personnel may use lodges on a space-available basis. They include:

- Other active duty personnel and their dependents.
- Retired military personnel and their dependents.
- DOD civilian employees assigned to overseas areas for duty purposes.
- Official guests and visitors of the command.
- Visiting relatives and guests of assigned military members at overseas areas and NAS Lemoore.

PCS reservations can be made as early as 90 days in advance of the date that lodging is desired. When accommodations are not available, a standby reservation will be taken and if accommodations become available, the PCS standby reservations will be confirmed in the order in which they were received

Several Naval Regional Medical Centers have lodges to provide accommodations for authorized members of the immediate family of hospitalized patients. Other authorized personnel may use facilities if space is available and higher priorities have been satisfied.

The activities supporting Navy Lodges, the number of available units and daily rates of each are shown in Table 14.

### Table 14. Navy Lodges Worldwide

LOCATIONS UN	NITS	DAILY	LOCATIONS U	INITS	DAILY RATES	LOCATIONS UN	ITS	DAILY RATES
ADAK, AK. (Navy Lodge, Naval Station FPO Seattle, WA 98791, Phone: 907-579-8076)	16	\$14	KEFLAVIK, ICELAND (Navy Lodge, Naval Station, Box 10, FPO New York, NY 09571. Phone: 2210-7594)	31	\$15-\$23	NORTH ISLAND, SAN DIEGO, CA (Navy Lodge, Nas North Island, San Diego, CA 92135. Phone: 714-435-0191)	90	\$17
ALAMEDA, CA. (Navy Lodge, NAS Alameda, CA 94501. Phone: 415-869-3206) BETHESDA, MD	70	\$18	LAKEHURST, NJ (Navy Lodge, Navy Air Eng- ineering Center, Lakehurst, NJ 08733. Phone: 201-323-2445)	10	\$15		18	\$11
(Navy Lodge, National Naval Medical Center, Bethesda, MD 20014. Phone: 301-654-1795)	22	317	LEMOORE, CA (Navy Lodge, NAS Lemoore, CA 93245. Phone: 209-998-5791)	46	\$18	OAKLAND, CA (Navy Lodge, Naval Supply Center, Oakland, CA 94625. Phone: 415-466-6187)	19	\$17-\$18
BRUNSWICK, ME (Navy Lodge, NAS Bruns- wick, ME 04011. Phone: 207-921-2206)	17	\$14	LITTLE CREEK, VA (Navy Lodge, Naval Amphibious Base, Little Creek, VA	90	\$17	ORLANDO, FL (Navy Lodge, Naval Training Center, Orlando, FL 32813. Phone: 305-646-5722)	35	\$11-\$24
CECIL FIELD, FL (Navy Lodge, NAS Cecil Field, FL 32215. Phone: 904-771-3211, ext. 8119)	11	\$16-18	23521. Phone: 804-464-6215)  MAYPORT, FL (Navy Lodge, Naval Station, Mayport, FL 32228. Phone:	19	\$18	PENSACOLA, FL (Navy Lodge, NAS Pensa- cola, FL 32508. Phone: 904-456-	16 8676)	\$15
CHARLESTON, SC (Navy Lodge, Naval Station, Charleston, SC 29408. Phone: 803-747-7676)	69	\$18	MECHANICSBURG, PA. (Navy Lodge, Naval Ships Parts Control Center, Mechanicsburg, PA 17055.	9	\$16-\$18	PORT HUENEME, CA (Navy Lodge, Naval Construction Battalion Center, Port Hueneme, CA 93043. Phone: 805-486-2614)	22	\$18
CHASE FIELD, BEEVILLE, TX (Navy Lodge, NAS Chase Field, Beeville, TX 78103. Phone: 512-354-2523)	5	\$17	Phone: 717-790-2608)  MEMPHIS, TN (Navy Lodge, NAS Mem-	29	\$17	ROTA, SPAIN (Navy Lodge, Naval Station, Box 17, FPO New York, NY 095	22 540)	\$25
CORPUS CHRISTI, TX (Navy Lodge, NAS Corpus Christi TX 78149. Phone: 512-937-2052)	22	\$18	phis, Millington, TN 38054. Phone: 901-872-0121) MIRAMAR, SAN	00		SAN DIEGO, CA (Navy Lodge, Naval Station, San Diego, CA 92136. Phone: 714-234-6142)	45	\$17
EDZELL, SCOTLAND (Navy Lodge, U.S. Naval Security Group Activity, FPO New York, NY 09518)	8	\$20	DIEGO, CA (Navy Lodge, NAS Miramar, San Diego, CA 92145. Phone: 714-271-7111) NEW LONDON/	90	\$17	SUBIC BAY, RP (Navy Lodge, Naval Station, FPO San Francisco, CA 96651. Phone: 884-9500)	25	\$12-\$17
EL CENTRO, CA (Navy Lodge, National Para- chute Test Range, El Centro, CA 92243. Phone:	10	\$18	GROTON, CT (Navy Lodge, Naval Sub- marine Base New London, Groton, CT 06340. Phone: 203-446-1160)	68	\$17	WASHINGTON, D.C. (Navy Lodge, Naval District Washington, Washington, DC 20032. Phone: 202-563-6950)	48	\$16-\$17
714-352-2478)  FALLON, NV (Navy Lodge, NAS Fallon, NV 89406. Phone:	3	\$16	NEW ORLEANS, LA (Navy Lodge, Naval Support Activity, New Orleans, LA 70146. Phone: 504-366-3266)	22	\$18	WHITING FIELD, MILTON, FL (Navy Lodge, NAS Whiting Field, Milton, FL 32570. Phone: 904-623-6364)	9	\$13-\$15
702-423-5161, ext. 2400/2403) GUANTANAMO BAY, CUBA (Navy Lodge, Naval Station, Box 38, FPO New York, NY 09593)	11	\$10-\$14	NEWPORT, RI (Navy Lodge, Naval Educa- tion and Training Center, Newport, RI 02840. Phone: 401-849-4500)	67	\$17	YOKOHAMA, JAPAN (Navy Exchange Branch Manager, Fleet Activities, Box 9, FPO Seattle 98761. Phone: 232-6143)	11	\$12-\$20
JACKSONVILLE, FL (Navy Lodge, NAS Jackson- ville, FL 32212. Phone: 904-772-2549)	28	\$19	NORFOLK, VA (Navy Lodge, Naval Station, Norfolk, VA 23511. Phone: 804-489-2656)	90	\$17	YOKOSUKA, JAPAN (Navy Exchange Officer, Fleet Activities, Code 700, FPO Seattle 98762. Phone: 234-6708)	52	\$15-\$23



# Family Assistance

In its concern for the welfare of the total Navy family, the Navy has gone beyond the primary considerations of medical and health care, housing, and survivor's benefits to offer assistance in many other ways.

This chapter on Navy rights and benefits provides information on where Navy family members can get special kinds of family-related assistance. From guaranteed student loans available through the Navy Relief Society to the free care provided under the Alcohol and Drug Abuse Treatment programs, Navy people can turn to a variety of Navy-sponsored and Navy-related organizations for assistance.



#### **Personal Service Centers**

A permanent change of station (PCS) transfer is a time of questions for the Navy family—What will the new area be like? What kind of housing will be available? Where will the children go to school? To respond to these questions, the Navy has established some 40 Personal Service Centers (PSCs) at stations in the United States and abroad.

These centers maintain Welcome Aboard kits containing brochures, maps and information on housing, commissary and exchange services, schools, recreation facilities and civic activities.

You may request a Welcome Aboard kit from your new command. Don't assume that one will be forwarded to you automatically, except in a case where you have been ordered overseas. Such welcome aboard information is furnished at the same time you receive your entry authorization into the overseas area.

The personal services program is intended to serve as a central referral and information source on all types of services which exist to provide assistance to the Navy member and Navy dependents. One example of the type of referral provided is welfare assistance in connection with federal, state, and local welfare assistance programs, including the food stamp program.

Increased emphasis on family support has resulted in the establishment of a network of Family Service Centers (FSCs) at selected naval installations in the United States and abroad. The concept expands the services provided by PSCs. Establishment of information and referral services, counseling and emergency assistance, family enrichment programs and family-related support and educational programs will be the function of the Family Service Center. FSCs will replace Personal Service Centers.

#### **Sponsor Program**

Knowing what to expect and having a specific contact person at your new duty station can make the difference between a good move and a bad move. The Navy Sponsor Program can help make that difference.

Upon receipt of change of station orders, the service member should request assignment of a sponsor. The individual's commanding officer forwards the request to the receiving commanding officer for action. (See BUPERS Manual 1810580.)

The sponsor should then take all steps necessary to ensure that the incoming service member receives information about the area well in advance. The sponsor also should make arrangements to assist the new member and member's family upon arrival at the new duty station.

#### Legal Assistance Program

From helping Navy men and women understand an installment contract to writing a will, Navy legal assistance is available in many forms.

This free service, part of the professional help provided under the Navy Legal Assistance Program, is intended primarily as a benefit for active duty Navy members. It is also extended to dependents and, on a limited basis, to retirees and their dependents, survivors of eligible members, and to civilians employed overseas by the armed services.

Services provided under the Navy Legal Assistance Program include:

- Counseling, advising and assisting personnel in connection with their personal legal problems.
- Preparing legal correspondence on behalf of eligible clients, negotiating with another party or his or her lawyer, and preparing various types of legal documents including wills and pleadings.
- In some limited cases, providing full legal representation including incourt appearances on behalf of eligible personnel.
- Advice to persons with discrimination complaints under the Civil Rights

Act of 1964 and SECNAVINST 5350.5 series.

Services which do not fall under the Navy Legal Assistance Program but which are provided by the Naval Legal Service Office include:

- Assigning defense counsel for members charged with criminal conduct under the Uniform Code of Military Justice (UCMJ).
- Professional advice involving UCMJ
   Article 15 proceedings (captain's mast).
- Professional advice regarding administrative proceedings such as administrative discharges.

Advice concerning a member's privately owned business or private income-producing activity is not authorized or provided by the Navy Legal Assistance Program.

#### **Chaplains**

Navy chaplains are fully qualified ministers, priests and rabbis endorsed by their respective religious bodies to provide appropriate ministry to military personnel and their families.

They provide religious ministry according to the tenets and teachings of their respective religious bodies. Those who desire particular religious rites (baptism, bar/bas mitzvah, wedding, etc.) should contact their local chaplain who will assist them personally or refer them to a chaplain of their particular faith.

Pastoral care is another way chaplains assist the Navy family. The chaplain visits work areas, hospitals, and homes, and is in the field expressing care for the person and his or her adjustment to military life, interpersonal relationships or troublesome problems.

In pastoral care, the chaplain can bring reconciliation and hope to those in need.

A chaplain can assist Navy people and their families in many ways. Working closely with Navy Relief, Red Cross and other community agencies, the chaplain can help make appropriate referrals to those channels of assistance which are needed, whether it be for financial, health, marital or emergency leave problems.

A spiritually oriented program of personal growth and spiritual development, called CREDO, is another program in which chaplains are deeply involved. It was started in San Diego, Calif., in 1971 by the Chief of Naval Personnel, and chaplains have been continuously assigned to CREDO to conduct weekend workshops, discussion groups and to foster family relationships in the various CREDO centers. CREDO also operates in Norfolk and there are plans to expand the concept to other areas.

#### Alcohol and Drug Abuse Treatment Programs

Alcoholism is an illness. It is preventable and can be treated. Navy studies show that two years after being treated in a Navy facility, about 70 percent of the recovering alcoholics perform as well as or better than their peers, and are recommended for or have been reenlisted or advanced. In addition, 90 percent of the treated alcoholics receive "good" or "excellent" performance evaluations from their commanders.

The Navy Alcohol and Drug Abuse Program (NADAP) operates worldwide. Usually, the first step on the road to recovery for those who need help is the Counseling and Assistance Centers (CAACs) which now incorporate Alcohol Rehabilitation Drydocks (ARDs).

As a division within a command, each CAAC conforms to the needs of a geographical area and remains accessible to command involvement. Although some CAACs do have 10-15 bed inpatient capability, primarily they screen, evaluate and conduct outpatient counseling of both alcohol and drug abusers.

Alcohol Rehabilitation Centers (ARCs), the largest treatment facilities in the program (75 beds), offer a full sixweek intensive inpatient treatment approach. Professionals—with or without degrees-most of whom are recovering alcoholics on active duty, provide a blend of medical treatment, individual and group counseling, Alcoholics Anonymous involvement, therapy and motivational education, and, if desired, spiritual reinforcement. ARCs, like all Navy rehabilitation and treatment facilities, stress a whole-life approach to recovery and encourage family participation in the rehabilitation process.

Alcohol Rehabilitation Services (ARSs) are inpatient facilities attached to 24 hospitals. As smaller versions of ARCs, most of these units treat as many as 15 people at a time on an inpatient basis. (Ten locations have facilities for more than 15 patients.) They also offer outpatient services to less seriously afflicted members. A hospital staff medical officer heads an ARS staffed by Navy men and women, most of whom are recovering alcoholics.



Another Navy program, Navy Alcohol Safety Action Program (NASAP), aims at early identification of alcohol abusers—possibly before they become alcoholics. NASAP pinpoints problem drinkers through arrests for driving while intoxicated (DWI) and other alcohol-related incidents such as disciplinary or performance problems.

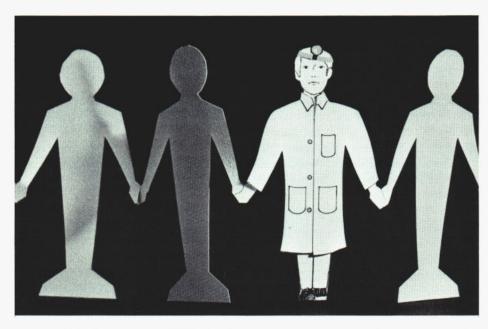
NASAP counselors screen between 1700 to 1800 people monthly to determine the severity of alcohol (or drug) involvement. After screening, the individual is then assigned to one of two levels of action. Less serious cases, classified as Level I, attend a 36-hour off-duty education program dealing with the prevention of further alcohol abuse (Level I consists of 80 percent of those screened). Level II—chronic problem drinkers or alcoholics—means assignment to a rehabilitative facility for treatment.

Since its inception in September 1974, at Pensacola, Fla., NASAP has expanded to 12 major sites plus 24 command-sponsored satellites. Of the 40,000 people who completed NASAP, less than seven percent repeated alcohol-related offenses.

The Navy operates one 200-bed facility for those with drug dependency. Both professional civilian therapists and trained military counselors staff the Navy Drug Rehabilitation Center (NDRC) at Naval Air Station Miramar, Calif. As with all Navy treatment programs, the return of a patient to productive, full active duty service sums up NDRC's primary mission.

USHBP (Uniformed Services Health Benefits Plan) beneficiaries (dependents, retirees, dependents and survivors of retirees, etc.) can enter any of the Navy's rehabilitation programs on a space available basis. However, a backlog of active duty patients forces most facilities to refer applicants eligible for CHAMPUS or VA benefits to those programs.

CHAMPUS shares the cost, up to seven days, for inpatient hospital care required for detoxification during acute stages of alcoholism. Such detoxification usually takes from three to seven days. Benefits extended beyond this



stage include inpatient rehabilitation in the hospital or other type of authorized institution. However, CHAMPUS reviews each rehabilitative stay to determine if an inpatient setting is required.

CHAMPUS limits treatment for alcoholism—detoxification and rehabilitation—to 21 days per episode. CHAMPUS shares the cost for no more than three rehabilitative stays per beneficiary, but places no limit on the number of inpatient stays for detoxification.

### VA Alcohol and Drug Abuse Programs

Eligible veterans are admitted to each of the Veterans Administration medical centers for the treatment of alcohol or drug dependence or associated medical conditions. If specialized care for the veteran's alcohol or drug dependence is required and it is not available at the admitting medical center, the veteran may be transferred to the nearest medical center which has a specialized medical program for alcohol and/or drug dependence treatment.

The VA has activated 100 specialized Alcohol Dependence Treatment Programs (ADTPs) and 52 specialized Drug Dependence Treatment Programs (DDTPs). Each ADTP and DDTP is expected to provide comprehensive individualized services to include prebed crisis intervention support activi-

ties, emergency medical services including detoxification, clinical and vocational assessment, consultative/liaison, ambulatory/outpatient and aftercare services.

#### **Navy Relief Society**

The Navy Relief Society is a private, non-profit corporation which is the Navy's and Marine Corps' own self-help organization. Its primary purpose is to provide active and retired service members, their dependents and survivors with financial assistance or budgetary counseling in time of need. In addition, it sponsors an educational loan program for dependent children, provides layettes to new mothers who need such help, and operates such activities as a visiting nurse program and thrift shops.

Navy Relief financial assistance may be provided for a variety of valid needs ranging from the costs of setting up a household after a PCS move to disaster relief. However, Navy Relief does not assist with the purchase of nonessentials or car payments, nor does it supplement the income of persons who habitually live beyond their means. Details on assistance policy are set forth in a pamphlet, "Fundamentals of Navy Relief Assistance." If not available on your ship or station, it may be obtained on request from the closest Navy Relief field activity.

Applications for assistance may be made to any auxiliary, branch or office of the Navy Relief Society or to its Headquarters in Arlington, Va., via the American Red Cross. Relief agencies of the other services also can provide Navy Relief Society assistance when necessary. If a command has found it necessary to advance assistance for emergency leave from its Welfare and Recreation Fund because an individual is unable to visit a Navy Relief Society office, the society will reimburse the command.

Financial assistance is provided for dependents solely because of their relationship to service members. Therefore, whenever possible, the service member should present his or her family's request for assistance at a Navy Relief office. When the service member can afford it, financial assistance is provided as an interest-free loan, which is normally repaid by allotment at a convenient rate. If repayment causes real hardship to the service member, the assistance is provided as a grant.

Those who are interested in helping the society carry on its work can do so either by supporting the annual fund drive, which is one of the Navy Relief Society's major sources of funds, or by serving as a volunteer. The great majority of Navy Relief activities are staffed by volunteers, most of them dependents or members of the retired community.

For additional information, see BU-PERS Manual 3450150.

#### **Navy Mutual Aid Association**

The Navy Mutual Aid Association, operating continuously since 1879, provides life insurance protection for its members at as near the actual net cost as possible. Its regular membership benefit has been increased from \$7500 to \$20,000 in the past 26 years without an increase in member dues. Members requiring additional insurance can obtain permanent and term coverage up to \$105,000.

Navy Mutual provides members with safekeeping of all important papers and a computerized family financial planning statement service. It helps surviving dependents of members obtain all government benefits to which they may be entitled—all without additional cost.

Navy Mutual also provides group financial counseling briefings on government benefits upon the request of commanding officers of the sea services and makes its computerized family financial planning statement service available to non-members for only the costs of processing and handling.

Active duty Regular/Reserve officers and career enlisted personnel (E-7 and above plus all rates with over ten years' service) of the sea services (Navy, Marine Corps, Coast Guard, Public Health Service and NOAA), as well as midshipmen/cadets of the Naval/Coast Guard Academy are eligible for membership.

Once membership is established, it is not affected by subsequent changes in military service, such as retirement or release from active duty.

Further information can be obtained by contacting the Navy Mutual Aid Association.

#### Fleet Reserve Association

Chartered in 1924, the Fleet Reserve Association (FRA) is a career organization made up of active duty and retired enlisted personnel, men and women, of the Navy, Marine Corps and Coast Guard. The association strives to support the sea services in matters of national defense, promotes and safeguards the rights of enlisted members, and encourages worthy young men and women to seek careers in the sea services.

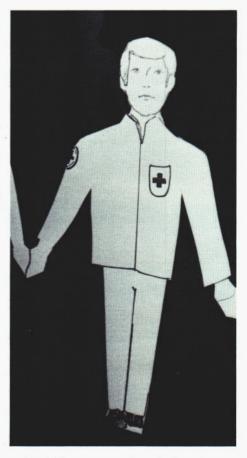
The association has more than 300 branches and units worldwide, and there are more than 150,000 members on its rolls. The FRA assists enlisted personnel in career matters but does not attempt to influence the sea services in military decisions involving personnel. The association represents active duty and retired members on Capitol Hill and testifies before congressional groups.

The FRA lends its assistance in dealing with the Veterans Administration and other government agencies on

behalf of members; maintains and operates various life and health insurance programs; awards and administers scholarships for dependent children of FRA members, living and deceased; and aids survivors of members in times of disaster.

#### The American Red Cross

The Red Cross, in addition to its reciprocal agreement with the Navy Relief Society, conducts a program of social welfare which includes financial assistance for naval personnel, medical and psychiatric case work and recreation services for the hospitalized.



Red Cross counselors help veterans obtain benefits to which they are entitled. In addition, they offer courses in health and safety and provide volunteer activities for people with extra time. They also assist service members in gathering information for emergency leave and leave extensions, dependency or hardship discharges or humanitarian transfers.

The worldwide communication network of the Red Cross helps military families contact service members overseas and at sea when emergencies warrant immediate notification.

For further information see BUPERS Manual 3450150.

#### **Ombudsman Program**

The Navy Family Ombudsman Program is designed to provide better, faster communication between Navy families and Navy officials. Commanding officers select ombudsmen from among the Navy spouses in their commands. The ombudsman is the official representative of the command's families and serves as liaison between them and command officials.

Spouses, especially, should become acquainted with the local ombudsman. They should understand that the ombudsman is not a counselor or a social welfare worker and cannot offer specific advice. The ombudsman does, however, take a direct route toward finding solutions by bringing problems to the attention of the proper officials.

Other lines of communication between the Navy family and the parent command or base, other than the ombudsman program, are the familygram, telephone tree and CO's action line.

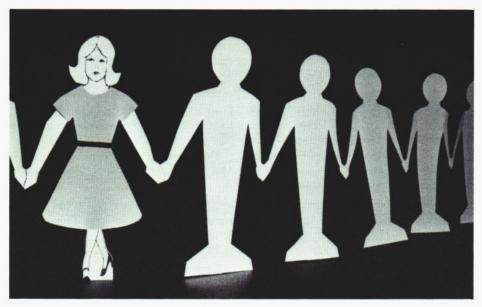
The familygram is a regular newsletter from the commanding officer to family and friends of crew members offering information and news about the command and its people.

The telephone tree is an informal network of dependents who pass on important information such as lastminute changes to a ship's operating schedule.

The CO's action line is a two-way communication line which may appear as a column in the command newspaper. Dependents can address questions and offer opinions directly to the commanding officer whose reply can benefit the entire command.

#### **Navy Wives Clubs of America**

Navy Wives Clubs of America (NWCA) is a national federation of



wives of Navy, Marine Corps and Coast Guard enlisted personnel. It recognizes the importance of a sea service wife. The organization, chartered in 1936, is dedicated to improving life in the naval service.

Active clubs throughout the United States and overseas promote friendly, supportive relationships among wives. The clubs extend assistance to needy members and other Navy, Marine Corps and Coast Guard families, assist Navy chaplains, participate in the blood donor programs and in Navy Relief Society projects.

The NWCA also sponsors a special scholarship program for children of enlisted personnel (see section on dependent scholarships).

#### Wifeline Association

This volunteer Navy wive's organization serves as a clearing house for Navy families. Experienced volunteers aid those wives new to the service and serve as channels of communication for all Navy wives. The association reaches out to all Navy families in an effort to inform them, solicit opinions, and share solutions to problems inherent in Navy life.

Membership is both automatic and free for all wives and widows of officers and enlisted men anywhere in the world.

Wifeline Association has been asked

to advise in such areas as financial aid, legal counsel, moving household goods, survivor benefits and information on permanent duty stations. Actually, any Navy wife can get answers to her questions by writing or calling the association. It operates an around-the-clock telephone answering service.

Wifeline Association provides new Navy spouses with bride's kits containing publications of special interest. These also are available through the association upon request at little or no cost. A non-profit organization, Wifeline Association depends solely on contributions.

#### **Other Organizations**

Many other organizations and government agencies stand ready to assist your family in time of need.

Veterans Administration—In addition to the drug and alcohol rehabilitation help already mentioned, the VA maintains hospitals to care for veterans who cannot afford hospital treatment or whose injuries are a result of military service. The organization handles dependency compensation for service-connected deaths, provides burial flags for veterans and administers USGLI, NSLI and SGLI.

Veterans' Organizations — The following organizations also provide information concerning claims and help process them: Disabled American Veterans

(DAV), American Veterans of World War II (AmVets), Jewish War Veterans (JWV), Non-Commissioned Officers Association (NCOA), American Legion, Veterans of Foreign Wars (VFW), Blinded Veterans Association (BVA), Congressional Medal of Honor Society of the U.S., Legion of Valor of the U.S.A., Marine Corps League, Military Order of the Purple Heart, Paralyzed Veterans of America, Inc., United Spanish War Veterans, Veterans of World War I of the U.S.A., Inc., American Veterans Committee, Army/Navy Union of the U.S.A., Catholic War Veterans of the U.S.A., Coast Guard League, Disabled Officers Association, Military Order of the World Wars, Regular Veterans Association, and United Indian War Veterans.

State Veterans Commissions — Most states maintain veterans' organizations which supervise their particular programs. They can help with federal and state employment assistance, state bonuses (if any), education assistance, land settlement preference and other benefits. These organizations can usually be found under the state government

listings in the telephone directory.

Social Security Administration — Social Security provides continuing financial assistance to survivors of deceased members. Retirees drawing military retirement also are eligible to draw social security at the appropriate age. Your local Social Security office can provide you with details.

Decedent Affairs Branch, Bureau of Medicine and Surgery—Provides for the interment of deceased members and the transport and escort of the remains to the burial site. This service is usually coordinated through the Navy Regional Medical Centers.

Casualty Assistance Branch, Naval Military Personnel Command—Coordinates the Casualty Assistance Calls program. Notifies next-of-kin of service members who die or become seriously ill or injured. Provides guidance and counseling on matters relating to survivor benefits.

Remember, all of these organizations are available to help you. Family assistance is an important right and benefit, and that is the foundation for the existence of these organizations.

#### Department of Defense Dependent Schools

Unique is an apt description of the Department of Defense Dependents Schools (DODDS), the only U.S. school system which has schools located around the world rather than around the county and state.

The DODDS system ranks as the 11th largest U.S. school system, counts a student population of approximately 140,000 and has 273 schools located in 23 countries.

Although the schools are located in many parts of the world, the quality of education exceeds the standards set by the North Central Association of Colleges and Schools (NCA). All 57 DODDS high schools are accredited by the NCA. Some DOD elementary and middle schools are now accredited by NCA, and others will be processed for accreditation over the next few years.

The NCA accreditation of DOD schools and a standard curriculum plan permit students a much easier transition period when they return to state-



side schools from the DOD schools.

Many dependents' schools offer special education classes for physically or educationally handicapped children, including those with visual and hearing impairment. Remedial reading specialists are assigned to schools to aid teachers in improving student communication skills. DODDS also provide correspondence courses for those students who live in remote areas which have no school facilities.

Dormitory facilities are available at eight of the 57 secondary schools. These schools are staffed with dormitory counselors who are fully qualified instructors and offer substitute-parent supervision to the high school students.

When the students' homes are more than one hour's commuting distance from the schools, students live in the dormitories Monday through Friday. If the students' homes ar more than two hours away from the schools, the students live in the dorm for the seven-day week and have vacation breaks at Easter and Christmas.

The quality of education at Department of Defense Dependents Schools is often educationally reaffirmed through individual student achievements, teacher recognition for accomplishments in education, and students' test results. Test results consistently indicate that, as a group, DODDS students score higher on achievement tests than a sampling of public school students in the continental United States.

#### Dependent Scholarships and Educational Aid

More than 20 Navy-oriented organizations currently sponsor scholarships or offer aid for study beyond the high school level. Dependent sons and daughters of Navy, Marine Corps and Coast Guard members and former members are eligible for these scholarships or aid.

The Naval Military Personnel Command (NMPC-641C) administers the Dependents' Scholarship Program and processes applications. The scholarships, which are funded by sponsoring groups, are usually awarded on the basis

of scholastic achievement, character, and financial need. Selection committees of the sponsoring groups select and notify the recipients.

The Scholarship Pamphlet (NavPers 15003 series) contains a wealth of information on the Dependents' Scholarship Program including requirements for eligibility. The pamphlet and applications are available upon request. Information about the following year's program is usually available in December and the application deadline is March 15.

Another source for educational aid is the Navy Relief Society-sponsored Guaranteed Student Loan. Loans up to \$2,500 per year (\$7,500 total) are provided for undergraduate study or vocational training. Graduate study loans can be made up to \$5,000 per year (\$15,000 total or a maximum of \$15,000 if loan is undergraduate and graduate combined). Information, eligibility requirements and applications are available from the Navy Relief Society.

For further information see BUPERS Manual 6210110.

#### Where Navy People Can Get Help

Chief of Chaplains (OP-01H) Department of the Navy Washington, D.C. 20350

Navy Family Support Program
Office of the Chief of Naval Operations
(OP-152)
Department of the Navy
Washington, D.C. 20350
(202) 694-5742/3/4/6/7

Navy Family Ombudsman Program
Office of the Chief of Naval Operations
(OP-152)

Department of the Navy Washington, D.C. 20350 (202) 694-5742/3/4/6/7 AUTOVON 224-5742/3/4/6/7

AUTOVON 224-5742/3/4/6/7

Dependents Education (CONUS & Overseas)
Office of the Chief of Naval Operations (OP-152)
Department of the Navy
Washington, D.C. 20350

Washington, D.C. 20350 (202) 694-5742/3/4/6/7 AUTOVON 224-5742/3/4/6/7

Department of Defense Dependent Schools

Hoffman 1, Room 152 2461 Eisenhower Ave. Alexandria, Va. 22331

Dependents' Scholarship Program Naval Military Personnel Command (NMPC-641C) Department of the Navy Washington, D.C. 20370 Telephone (202) 694-3126 AUTOVON 224-3126 Navy Relief Society Headquarters 801 N. Randolph St., Room 1228 Arlington, Va. 22203 Telephone (202) 696-4904, AUTOVON 226-4904

American Red Cross National Headquarters 17th & D Sts. N.W. Washington, D.C. 20006

Navy Wives Clubs of America P.O. Box 6971 Washington, D.C. 20032

Navy Wifeline Association Washington Navy Yard, Bldg. 210 Washington, D.C. 20374 Telephone (202) 433-2333, AUTOVON 288-2333

Navy Mutual Aid Association Navy Department Washington, D.C. 20370 Telephone (202) 694-1638

Fleet Reserve Association 1303 New Hampshire Avenue, N.W. Washington, D.C. 20036 Telephone (202) 785-2768

Decedent Affairs Branch Bureau of Navy Medicine and Surgery Department of the Navy Washington, D.C. 20372

Casualty Assistance Naval Military Personnel Command (NMPC-642) Department of the Navy Washington, D.C. 20370 (202) 694-2926/2932, AUTOVON 224-2926/2932





# Morale, Welfare and Recreation

First-time visitors to Navy installations or ships often are amazed at the self-contained situation. Within the station's gates or aboard ship a miniature community supplies nearly every service a well-run community provides.

As part of these services, the Navy provides local Morale, Welfare and Recreation (MWR) programs (ashore and afloat) supported by an annual budget of close to \$370 million. Clubs, movies, recreation centers, hobby shops, golf courses and swimming pools are some of the more visible evidence of these recreation benefits, but they are only part of the picture. As a Navy member, you and your family can take advantage of other recreation benefits through programs such as the Navy Library System, the Armed Forces Professional Entertainment Program Overseas and the USO.

This chapter describes the nature and scope of these programs. The programs are divided into three categories: facilities (including messes) and services under Navy MWR programs, command support services, and other MWR activities available to you as a military member.

Appropriated and non-appropriated funds form the financial base for the Navy's MWR programs.

**Navy MWR Programs** 

Congress appropriates funds as part of the annual federal budget for the basic MWR needs of the military community. During recent years, as the level of appropriated funds remained stable, the cost of providing quality recreational services increased. As a result, non-appropriated funds—your dollars—have come to play a larger role in supporting MWR programs.

Primary sources of non-appropriated funds are portions of Navy Exchange Resale System and Ships' Stores Afloat profit dollars, and fees and charges levied for use of various recreation facilities or equipment. Every time you purchase an item at the exchange or ship's store, you receive more than just an approximate 20 percent price break—you help pay for your recreation programs.

Recreation (special services), open mess and consolidated package store operations are financed substantially (over 80 percent) with non-appropriated funds (NAF). Congressional support through appropriated funds (APF) pays for the remaining 20 percent.

All earnings of the Navy Exchange Resale System which are not required to finance exchange operations are used to fund recreation programs. Fifty cents of each local exchange profit dollar goes to the local recreation fund. The rest passes to NMPC-controlled Central Non-Appropriated Funds (NAF).

In recent years, rising cost and other factors including changes in wage laws

affecting NAF employees' salaries, decreased the buying power of the Navy exchange profit dollar by as much as 18 percent. Thus, to maintain or improve the quality of recreation programs and facilities, major changes in financing and managing Navy recreation had to be initiated.

In the mid-'70s, shore activities were tasked with meeting certain levels of self-sufficiency by charging realistic and reasonable fees for services with revenue-generating potential. While these fees are still below those charged by the civilian sector for similar services, this source of income compensates for the decline in purchasing power of the exchange profit dollar.

Central Non-appropriated Funds exist solely to supplement local recreational operations and serve as equalizing sources of money. These funds are divided into four accounts: General Recreation (or Central Recreation); Officers' Messes; Enlisted Messes; and, Consolidated Package Stores.

Individual Central NAF are maintained in support of the individual types of recreational activities. That is, money assessed from enlisted messes is used to support other enlisted mess needs and is not used to help build a bowling alley. Each of the NMPC-controlled funds performs several key jobs in helping finance operations for its respective activities. For example, through a process of grants and loans, the funds' prime task is to supplement

the financial needs of individual activities at the base or shipboard level. In FY 79, more than \$26.4 million (mostly grants) were provided to ashore and afloat recreational activities.

A portion of the Navy exchange profit dollar constitutes the bulk of the Central NAF income. Other sources include loan repayments, interest on short-term investments, ships' stores assessments, mess and package store assessments, slot machine assessments and residual funds (balances of recreational funds of decommissioned ships or activities). Among other things, the Central NAF support construction and renovation of bowling alleys, handball courts, swimming pools, clubs and other types of recreational projects—over \$28 million was approved in FY 79 for 222 different facility improvement projects.

#### **Navy Open Mess System**

Clubs operated under the Navy Open Mess System are a unique benefit. Unlike civilian clubs, they have the flexibility to meet the social needs of a diverse segment of the population. And you, the patron, own the club and keep this valuable MWR facility operating.

Navy Open Messes provide social and recreational facilities, meals and refreshments for officer and enlisted personnel and their families. Officers' Open Messes provide essential meal service as a secondary function.

From a family night buffet to music for a rock 'n'roll enthusiast, these clubs cater to the needs of Navy personnel and their families.

The Navy Open Mess System includes:

#### Commissioned Officers'

Messes Open	93
Chief Petty Officers' Messes Open .	58
Petty Officers' Messes Open	13
Enlisted Messes Open	97
Consolidated Messes Open	47
Consolidated Package Stores 1	
~ .	

Clubs are operated on a non-profit basis, but must be self-sustaining to the

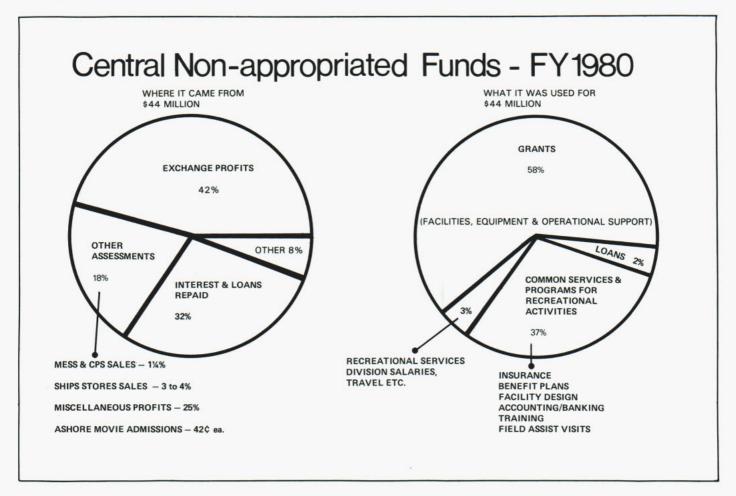
extent that they meet all debts and liabilities with enough leeway to add improvements or expand services as necessary.

You can take an active part in the operation of your club through an advisory board. You can voice your opinion through your command's representative, or attend meetings yourself.

Each year, messes in each of six specific categories compete for the Secretary of the Navy Mess Awards. The best mess for each category is selected through judging in areas such as quality, service, atmosphere, sound financial performance and management effectiveness.

#### Recreation

Each activity tailors its recreation program to suit its situation, taking into account the size of population, financial resources, mission, patron interest, geography and the availability of facilities and activities in the surrounding com-



munity. These factors may vary, but the basic elements of a recreation program are present at any Navy installation. It would be impossible to list every service or piece of equipment available through Special Services. What follows is a general overview of a variety of services.

- Auto Hobby Shops. You may be an ace mechanic or just enjoy tinkering under the hood on a Sunday afternoon. Special Services can help turn your talent into real savings in auto repair. Auto hobby shops provide facilities, equipment and tools to perform general automotive repairs and maintenance. Many shops provide equipment for numerous jobs, ranging from engine overhaul to auto painting. If you are a novice and want to learn, Special Services may offer seminars in auto repair and related projects. Usually, the Navy exchange maintains a resale outlet near the auto hobby shop so you can buy repair parts at exchange prices.
- Recreation Centers. Special Services offers a variety of services and equipment through recreation centers

 everything from snack bars and pool tables to bowling lanes and hobby shop facilities for a variety of arts and crafts.

If you have a hobby or want to develop one, you'll usually find the help and equipment you need at most stations. More than 30 different hobbies are included in the Navywide hobby crafts program. Photography, ceramics, woodworking, leatherworking and electronics are but a few of the more popular ones. You won't find all of them aboard any one station, but you'll be surprised at the wide range at even the smallest activity.

When a recreation complex includes a bowling center, you can expect both open and league bowling as well as other levels of competition such as intramural and intercommand. These centers are equipped to support any aspect of the sport from shoe rental and locker storage to pro shop resale and workshops.

• Golf. In addition to an 18-hole golf course, some activities also have miniature golf, pitch-and-putt, and driving ranges. As in most Special Services programs, instruction is usually avail-

- able if you would like to get into the sport, or just improve your game. Golf pro shops can give you a good price on equipment, or you can rent what you need for a small fee.
- Swimming pools. Special Services operates base pools and ensures the availability of qualified lifeguards. In addition to competitive and age-group events, many locations offer water ballet, synchronized swimming, diving or water safety courses.
- Marinas. Larger installations support water-oriented activities through marina facilities. Services' marinas may include, but are not limited to: power and sailboat rental or check-out, boat repair, launching ramps, equipment or ski rental, regattas and competition, and courses in various aspects of seamanship (boating safety, sailing, etc.)
- Outdoor Recreation. A softball game, a day of picnicking or two weeks of camping—Special Services operates areas for these activities at many locations. You may rent or sign out camping equipment, trailers and fishing gear for use on or off base.
- Dependents' Recreation. Many activities sponsor programs designed specifically to meet the needs and special interests of young people and dependent spouses. These may include teen centers, youth summer programs, child care centers, excursions, social functions or special interest classes.
- Entertainment. Whether listening or performing, you may have access to a variety of entertainment programs, social activities and the arts through little theater groups and choral groups.
- Shipboard Recreation. When your ship pulls into port, the entire spectrum of that host base's Special Services is available to you. Aboard ship, Special Services activities are available in many forms—ships' picnics, athletic events, organized tours or movies. Facilities are limited but your morale, welfare and recreation is considered just as important as any other life-sustaining service.

This increased awareness of the importance of recreation has led to many changes. For example, during the 1978 and 1980 Fleet Habitability Conferences in San Diego, a representative from



76 ALL HANDS

NMPC Special Services was included as a participant. In other areas, MWR needs are being considered on the ground level—while still in blueprint stage, a ship's design now incorporates planned recreational spaces.

The Navy Special Services program managers intend to improve more than just future trends in shipboard recreation. They are looking to today's ships and ways to better serve the crews.

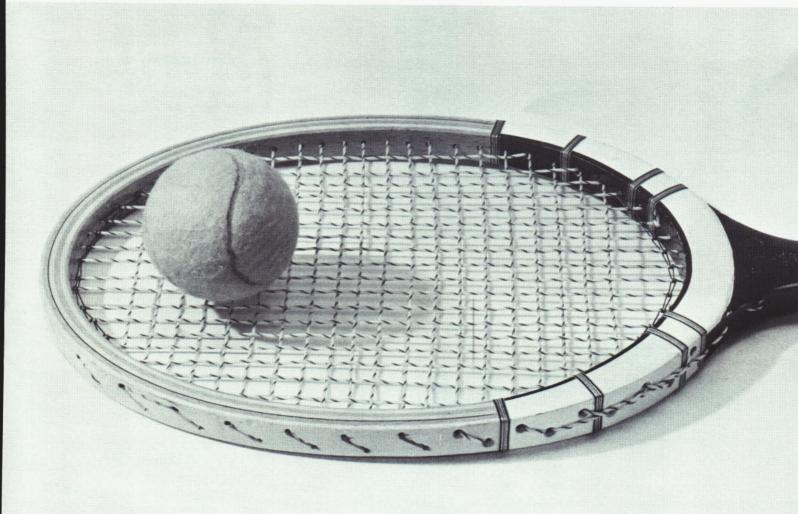
Officers are assigned MWR responsibilities as a collateral duty. Special Services developed a training course to help prepare these officers for their duties, covering such subjects as how to program activities, maintain funds, and generally, how to obtain full use of the dollars available to a ship.

NMPC Special Services has distributed a shipboard recreation equipment list to standardize recreation equipment for ships. This approach ensures that the types and amounts of recreational equipment a ship should have on board are allocated.

Another project NMPC Special Services initiated to improve shipboard recreation opportunities is now operational aboard USS Independence (CV 62). While the ship was in overhaul, Special Services advisers came on board, and through a self-help program, transformed three compartments into a physical fitness facility with isotonic, isometric and aerobic exercise programs all taken into consideration. NMPC Special Services utilized centrally managed Other Procurement, Navy (OPN) funds during FY 80 to purchase exercise equipment for USS Enterprise (CVN 65), USS Coral Sea (CV 43), USS Constellation (CV 64), USS John F. Kennedy (CV 67), USS Saratoga (CV

60), USS Fairfax County (LST 1193), USS Biddle (CG 34), and USS Seattle (AOE 3).

- Special Interests. To meet special recreational patron interests, base special services normally provide information on community, state, federal and commercial recreation events, facilities and programs. Often you can obtain discounted or free tickets through Special Services for tours, shows or sporting events. Other services in this category may include TV repair, animal care or vehicle rental.
- Sports Program. The Navy sports program, like all other recreational functions, is set up on a voluntary off-duty basis. On Jan. 1, 1979, a regional sports program replaced the All-Navy competition program, returning the primary emphasis to maximum participation at local base/ship level. This change is



not only more cost-effective, but also minimizes participants' time away from commands. Fourteen regions were established to permit at least one higher level of competition above the local base or ship. Participation in the Navy sports program is restricted to those who have been on active duty for more than 90 days, including Coast Guardsmen and other service members who are serving on a naval base or ship. Each region is allocated a dollar amount

from the Central (General) Recreation Fund to defray the costs related to hosting and conducting area and regional championships. Interservice competitions still exist but Navy participation is limited to those sports which lead to international competitions. They include basketball, boxing, wrestling, volleyball, track and field triathlon, and slow-pitch softball. From interservice competitions, Navy participants could continue on to the Olympic Games, Pan American Games, or even to competitions conducted under the Conseil International du Sport Militaire (CISM).



#### **Navy Motion Picture Service**

Movies remain the most important form of recreation on board our ships. Annually the movie program costs approximately \$4 million in appropriated funds and \$4 million in non-appropriated funds.

Regardless of size, almost every ship and station in the Navy has the capability to show movies. It is intended that each sailor have the opportunity to see four or more different movies each week.

Providing movies for submarines, hundreds of ships and stations poses some knotty logistic problems. Under present arrangements, regular feature movies, sports subjects, as well as older classic movies and special short subjects are procured by the Navy Motion Picture Service, which sends more than 300 new prints to the fleet each week. More than 30,000 full-length feature movies are available through 22 Fleet Motion Picture Exchanges, making the Navy's system one of the largest film libraries in the world.

You can enjoy a first-rate movie at your command's theater for a minimal fee. Isolated overseas locations and ships show movies free of charge.

#### **General Library Services**

Historically, the first books that sailors took to sea were navigational aids. In 1821, the warship USS Franklin acquired

a library—the first Navy ship to do so—purchased by the crew. Shortly thereafter the Navy accepted responsibility for providing general libraries aboard its ships. Since World War I the program has been professionally directed.

Today, the general library program, under the control of the Chief of Naval Education and Training (CNET), provides approximately 500 afloat and nearly 200 ashore libraries with an inventory of more than two and one-half million books. Every ship has a library of sorts from a paperback book collection, updated monthly aboard a minesweeper, to 10,000-plus volume libraries aboard giant nuclear-powered carriers.

Some shore libraries offer the Auxiliary Library Service Collections to patrons. Made up of about 2,000 volumes, this collection is available to any sailor who cannot get a book of professional interest in his particular ship or station library. When requested, such a book can be sent through the mail directly to the sailor.

Many libraries also subscribe to a rental service as a way to keep current bestsellers on their shelves. The value of this program is that it provides current bestsellers rapidly to sailors on ships.

Other services a shore library may offer include a "swap" shelf for those who wish to exchange their own paperbacks for others; a current magazine section; sound recorders and equipment for listening to tapes or records; and even typewriters or other equipment such as duplicating machines to which a sailor may not normally have access. There might even be games such as chess sets and special collections of materials supporting off-duty education classes.

The newest library service available through general libraries is a super-8mm film program with 4,000 films available through selected shore libraries. Libraries in major ports have projectors available for loan to ships while in port.

Technical guidance to afloat and ashore general libraries is provided by Navy Regional Librarians in Groton, Conn.; Norfolk, Va.; Charleston, S.C.; San Diego and San Francisco, Calif.; and Pearl Harbor, Hawaii.

### Other MWR Activities

The Armed Forces Professional Entertainment Office (AFPEO) provides quality live entertainment primarily for young enlisted people who are located in remote and isolated areas overseas at which entertainment activities are extremely limited or non-existent.

AFPEO, a joint-service command, works in conjunction with the United Service Organizations (USO). USO selects approximately one-half of the touring groups and pays half of the \$40per-day living allowance for the groups they choose. These acts are billed as USO shows. AFPEO auditions and selects the remaining groups which then travel under the banner of DOD Showcase. With the exception of part of the living allowance USO provides for the groups they select, DOD bears all costs related to living allowances and about 90 percent of transportation costs, with overseas commands picking up the tab for the rest.

AFPEO members, which include a Navy representative, travel extensively to audition potential touring groups. In addition to talent, AFPEO members look for other things-flexibility, good working relationships between entertainers, and the ability to establish rapport with an audience. While on the road, these groups, usually with five to seven members, normally perform at least twice a day, six days a week. Shows are presented free of charge and are open to all military, regardless of grade or service, and their families. Performances are usually presented in the base theater, auditorium or gym and normally do not interfere with base club operations, unless no other suitable performance site is available.

When selecting groups, AFPEO also looks for variety to ensure a cross section of entertainment—everything from easy listening and top 40, to hard rock and country and western. Each group member receives \$40 a day for living expenses (\$280 weekly), limited exchange privileges and emergency

medical or dental treatment during the tour. In FY 80, 97 groups are scheduled to go on 4-to 6-week *DOD Showcase* or USO tours at a cost of nearly \$1.8 million. The circuits they will travel include Alaska, the Caribbean, Europe, the Mediterranean, Greenland and the Pacific, presenting an estimated 3,200 performances before audiences totalling nearly 533,700. Twelve percent of the groups will perform at Navy installations ranging from Diego Garcia to a sub tender at Holy Loch, Scotland.

In addition to "night-club" acts, DOD Showcase and USO also present groups such as Miss America or Miss Black America and their courts, or National Football League players on handshaking tours. AFPEO also retains the flexibility to present "specialty" or "fad" groups. For example, with the revival of the '50s sound in music, AFPEO scheduled several groups for tours.

The United Service Organization for National Defense (later shortened to USO) was created early in 1941 to provide morale-supporting services to military men and women. This private organization is totally supported through contributions to the United Way.

Today, more than seven million service men and women and their families take advantage of worldwide USO services annually. Whether it's an extensive USO complex, like the one in Naples that serves more than 60,000 6th Fleet sailors each month, or a small information booth at an airport, USO volunteers are there to lend a helping hand.

In recent years, USO has changed to keep up with a changing military. Many of the programs have shifted to place more emphasis on the young service member and family, helping them deal with the problems they face. One new project called "Outreach" offers such educational, recreational and self-help programs as "How to Find Jobs" seminars, budget management classes, or marriage and child abuse counseling.

USO facilities will vary, depending upon the area they serve. Discounted or free tickets to area attractions, tours, recreational equipment, and free entertainment are just a few of the many services offered.





# **Survivor Benefits**

The benefits inherent in a Navy career are not always evident to those who look only at base pay. To appreciate the full value of Navy life, a person must consider the entire range of many benefits—medical care, aid for education and commissary privileges, to name a few. All must be taken into account, including benefits for survivors.

The explanation of the Survivor Benefit Plan is followed by a table briefly outlining the range of survivor benefits established for active duty members and retirees. Since space limitations restrict more detailed descriptions, it is important that the member directly contact the sources listed for more information.

Also included is a form which you can use in planning your family's future, estimating total survivor benefits, and for maintaining an account of where you and your family stand financially.



#### **Survivor Benefit Plan**

Sometimes, the hardest things to talk about in life are also the most important. Take the subject of death. Most of us would just as soon jaywalk if it meant getting out of a discussion on *that* subject.

But when a sailor retires from the Navy, he may be snug in the knowledge a monthly check will arrive in the mails like clockwork for the rest of his life. It sort of takes the edge off, though, when the retiree realizes the checks and his life stop almost simultaneously. What about his family? How will the bills get paid? What about the children's education? An avalanche of questions pour

forth with the realization that one's family may be financially secure now, but what about later?

For many military retirees, the answers to these and other money questions can be found—at least in part—in the Survivor Benefit Plan for the uniformed services.

Basically, the Survivor Benefit Plan (SBP) provides an income to the deceased retiree's beneficiaries. This monthly income is equal to 55 percent of the full amount of the member's retired pay or 55 percent of any selected amount of retired pay over \$300 per month. In addition, this monthly amount is periodically adjusted for cost-of-living increases.

So if a chief petty officer, for example, receives \$700 a month in retainer pay, the SBP monthly payment to his beneficiaries after his death would be \$385 (base amount x 55 percent = annuity).

Suppose that same chief petty officer, before his retirement with pay, elected a lesser amount than maximum coverage, say \$300 (the minimum amount which may be designated under SBP). Then the monthly SBP payment to his beneficiaries after his death would be \$165.

Keep in mind that the above figures represent gross amounts; annuities paid under SBP *are* subject to federal income taxes.

Military retirees will automatically be enrolled in the Survivor Benefit Plan at the maximum coverage level at the time of their retirement or transfer to the Fleet Reserve, unless they request coverage less than the maximum, or decline participation in the program.

Under SBP, four types of coverage

are available at varying costs: spouse only coverage, spouse and children coverage, children only coverage, and insurable interest coverage.

#### **Spouse Only Coverage**

As its name says, this is coverage paid to the retiree's spouse only. It is important to keep in mind that an election to cover spouse only, once effective, is irrevocable, although the cost of coverage will not take place in any month when there is not an eligible spouse beneficiary.

Also, if coverage for spouse is declined at time of retirement, coverage for that spouse, or any subsequent spouse, cannot be provided at any later time

If there is no eligible spouse at the time of retirement, coverage for a spouse acquired after retirement may be provided. Such an election must be submitted within one year of the marriage and the spouse must be married to the retired military member for a minimum of one year immediately before the retiree's death (or if a surviving child is born of the marriage) in order to be an eligible recipient of SBP annuities.

The cost of this spouse only coverage is 2.5 percent of the first \$300 of the base amount plus 10 percent of any amount over \$300. See the accompanying chart for more detail.

So far, SBP is a pretty simple plan to understand. You pay money in return for a guaranteed income for designated beneficiaries after your death. However, there are a couple of things that tend to complicate the picture just a bit (but not lessen the coverage paid to those beneficiaries). The main item to under-

stand is a notion called Dependency and Indemnity Compensation/Social Security offset.

#### **DIC/Social Security Offset**

Surviving spouses may be eligible for Dependency and Indemnity Compensation (DIC) payments from the Veterans Administration and/or Social Security benefits after the retiree dies. These benefits may offset or reduce the amount of SBP payments being made to the spouse under varying circumstances. First, we look at how DIC works in relation to SBP:

Suppose Senior Chief Jones was wounded during the war in Vietnam. After retirement, Senior Chief Jones (who has enrolled in the Survivor Benefit Plan) dies as a result of complications which developed from that wound. Since his was a service-connected death,

his widow, any unmarried children under the age of 18 (as well as certain handicapped children), children between the ages of 18 and 23 attending a VA approved school, and certain dependent parents are eligible for Veterans Administration DIC.

DIC is a monthly benefit based on the member's grade or rate. It is exempt from federal income taxation and may be received simultaneously with full Social Security benefits.

So Senior Chief Jones' widow applies for and is granted DIC in the amount of \$200 (an arbitrary figure). This \$200 is deducted from the SBP benefits she receives each month so there is no change in her monthly annuity (although that tax-free \$200 will result in less overall tax on her annuity). That's DIC offset.

(For more information about Veterans Administration Dependency and

Indemnity Compensation as well as facts on other VA programs, see the pamphlet Federal Benefits for Veterans and Dependents available from the Veterans Administration.)

There are times also when SBP annuities will be reduced by that portion of Social Security benefits that came out of the retiree's active duty earnings. The offset applies only when the widow(er) has one dependent child or, if there are no dependent children, when the widow(er) is 62 years of age or older. In all cases, however, the combined payments from SBP and Social Security are guaranteed to equal or exceed 55 percent of the retiree's retired pay or the lesser designated base amount.

As can be seen from our discussion of DIC/Social Security offset, the word "offset" may be a bit misleading in that the total amount of money the spouse



receives each month is never reduced, and often increased, as a result of DIC or Social Security benefits. It's just that the money may come from a different source under different circumstances.

#### Spouse and Children Coverage

With this type of SBP coverage, the monthly annuity is paid to the surviving spouse. If the spouse is not eligible (due to death or remarriage) the annuity is paid to eligible dependent children.

The cost of this coverage is based upon the cost of "Spouse Only" coverage plus an actuarial charge based on the age of retiree, spouse and youngest child.

Under this coverage, no DIC or Social Security offset will be made when SBP payments are made only to children.

#### **Children Only Coverage**

The cost of this type of coverage is an actuarial charge based on the age of the retiree and the age of the youngest child. Since actuarial charges fluctuate, they will be computed by the Navy Finance Center before an SBP coverage is elected so that the precise cost will be known.

#### **Insurable Interest Coverage**

The final type of SBP coverage, Insurable Interest Coverage, may be provided to guarantee monthly SBP benefits to any person who has a reasonable and lawful financial expectation from the continued life of the retiree. This is legal talk for someone, other than spouse or children, who is financially dependent on the retiree. It may be a brother, sister, parent or non-dependent child. If the insurable interest person is other than those (such as a business partner), proof of financial benefit is required by the Navy Finance Center.

If there is no spouse or eligible children at the time of retirement, coverage for a person with an insurable interest may be elected.

The cost of this coverage is figured as follows: 10 percent of full retired pay plus five percent of full retired pay for each five years the designated beneficiary is younger than the retiree, the total cost of such coverage not to ex-

#### Survivor Benefit Plan-Spouse Only-Monthly Amounts

Base Amount	Monthly Payment	Monthly Cost	Net Balance
of Retired Pay	For Surviving	To Retiree*	To Retiree**
	Spouse		
\$100.00**	\$ 55.00	\$ 2.50	\$ 97.50
200.00**	110.00	5.00	195.00
300.00	165.00	7.50	292.50
350.00	192.50	12.50	337.50
400.00	220.00	17.50	382.50
450.00	247.50	22.50	427.50
500.00	275.00	27.50	472.50
550.00	302.50	32.50	517.50
600.00	330.00	37.50	562.50
650.00	357.50	42.50	607.50
700.00	385.00	47.50	652.50
750.00	412.50	52.50	697.50
800.00	440.00	57.50	742.50
850.00	467.50	62.50	787.50
900.00	495.00	67.50	832.50
950.00	522.50	72.50	877.50
1000.00	550.00	77.50	922.50
1100.00	605.00	87.50	1012.50
1200.00	660.00	97.50	1102.50
1300.00	715.00	107.50	1192.50
1400.00	770.00	117.50	1282.50
1500.00	825.00	127.50	1372.50
1600.00	880.00	137.50	1462.50
1700.00	935.00	147.50	1552.50
1800.00	990.00	157.50	1642.50

<sup>\*</sup>Withheld from retired pay. Monthly premiums are discontinued if marriage is terminated by death, divorce or annulment.

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#### Computing Insurable Interest Coverage

Suppose you are 50 years old when you retire from the Navy and you wish to provide Insurable Interest Coverage under the Survivor Benefit Plan to your 30-year-old married daughter. Your monthly gross retired pay is \$750. The cost of such coverage is 10 percent of full retired pay plus 5 percent of full retired pay for each full five years the designated beneficiary is younger than the retiree (the total cost will not exceed 40 percent of retired pay).

Thus: Daughter is 20 years younger (20  $\div$  5 = 4 x 5% = 20%)

10% + 20% = 30%

\$750 x .30 = \$225 (Cost of coverage)

The annuity equals 55 percent of the reduced retired pay (gross pay less cost of coverage). Thus: \$750 - \$225 = \$525.

The annuity equals  $$525 \times .55 = $288.75$ .

<sup>\*\*</sup>Applicable only if full retired pay is less than \$300 per month.

<sup>\*\*\*</sup>Of Base Amount

ceed 40 percent of full retired pay. (See example on page 82.)

Under normal circumstances, the cost of coverage under SBP increases over the range of the four types of coverage provided. Thus "Spouse Only" coverage is cheapest while "Insurable Interest" coverage may be the most expensive. That's only one reason why the prospective retiree must understand each type of coverage available and its cost so that he may elect the plan that best provides for his family at the lowest possible cost to them.

In addition, there are other provisions of SBP that apply in special or unusual circumstances for which the member must be advised. Complete details are available from your command's career counselor. Other sources of re-

tirement information, including your SBP coverage, can be found in the following publications:

- Navy Guide for Retired Personnel and Their Families, NavPers 15891 series. This booklet provides detailed information on retired rights, benefits and privileges. This should be made available to the member during pre-retirement processing.
- Shift Colors, published quarterly by the Naval Military Personnel Command, provides updated information on retirement and serves as an official line of communication between the Navy and the retired community. Members who do not receive an issue within a reasonable time after retirement (6 months)

should contact the Commanding Officer, Naval Reserve Personnel Center, Code 03, New Orleans, La. 70149, and request that their names be placed on the mailing list.

- Survivor Benefit Plan for Retired Members of the Uniformed Services will be provided to each prospective retiree during pre-retirement processing.
- Retired Military Almanac is an unofficial (commercial) digest of vital and factual information on military retirement rights and benefits. Mail all orders to Uniformed Services Almanac, Dept. M, P.O. Box 76, Washington, D.C. 20044.

### A Quick Look at Supplemental Benefits

In addition to the survivor's benefits listed in Table 15, there are other benefits for surviving dependents of deceased active duty members and retirees. Among these are:

- Civil Service Employment Preferernce. Certain Civil Service preference benefits are granted to unremarried widows(ers) in connection with examinations, ratings, appointment and reinstatements if they wish to apply for a civil service position. Call or write any civil service employment office for details.
- Fraternal Organization Benefits. Check with the nearest affiliate of any fraternal or professional organization to which the deceased held membership to learn of any insurance, burial, or other benefits which may be payable.
- GI Bill Loans. Unmarried widows (ers) of deceased military personnel may be eligible for GI Bill home loans when death is due to service-connected causes. Contact the Veterans Administration for further details.
- Mortgage Guarantee. The mortgage guarantee provided as part of GI Bill loans does not pay off the mortgage upon the death of the homeowner. Those guarantees apply solely to the

private lender who made the home loan; the obligation to repay the loan falls to the deceased's estate and spouse. Only if the spouse defaults may the government pay the lender to the extent of the guarantee—but the government is then obligated to recover its loss from the family.

- Officers and Enlisted Messes. If facilities permit, commanding officers are authorized to extend the privileges of Commissioned Officers' Messes Open, Senior Petty Officers' Messes Open and First and Second Class Petty Officers' Messes Open to unremarried widow(er)s or retired members of appropriate grades or rates. Such authorization may be extended to their dependents. Contact the appropriate naval activity for more information.
- Service Academy Appointments. Each year a limited number of appointments to the major service academies are reserved for the sons and daughters of military members who died of war injuries. Inquiries should be sent directed to: The Registrar, United States Military Academy, West Point, N.Y. 10996; Director of Admissions United States Air Force Academy, Colo. 80840; or the Office of Candidate Guidance,

U.S. Naval Academy, Annapolis, Md. 21402.

- State Benefits. Many states provide benefits for survivors of veterans such as educational assistance, civil service preference, tax and license fee exemptions, employment assistance and bonuses. Most of the states maintain veterans' agencies which supervise veterans' and survivors' benefits. The member's survivors should contact the veterans' agency in the state in which they intend to reside or the state from which the retired member last claimed residence. Any nationally recognized veterans organization will also assist in providing information about survivor benefits.
- Tax Relief. The income of a member who dies of wounds, disease or injury sustained in a combat zone is exempt from federal income taxation for the year in which death occurred. Any tax liability outstanding against the member at time of death will be cancelled or reduced. Refunds can be made if tax on such income has already been paid. The federal estate tax is not applicable in the settlement of estates of such combat veterans.

### Table 15.

### Survivor benefits for

BENEFIT

ARREARS OF PAY

**DEATH GRATUITY** 

**BURIAL EXPENSE ALLOWANCE** Social Security **Veterans Administration** 

**EDUCATIONAL BENEFITS** Navy Scholarships Navy Relief Society Guaranteed Student Loan Program

Veterans Administration

UNIFORMED SERVICES ID & PRIVI-LEGE CARD (DD FORM 1173)

**EXCHANGE, COMMISSARY &** THEATER PRIVILEGES

**HEADSTONES & GRAVE MARKERS** 

HOUSEHOLD GOODS STORAGE/ MOVEMENT AND RELOCATION OF **DEPENDENTS** 

LIFE INSURANCE

SGLI VGII

Commercial Insurance

MEDICAL CARE

NAVY MUTUAL AID ASSOCIATION

**NAVY RELIEF SOCIETY ASSISTANCE** 

RETIRED SERVICEMAN'S FAMILY PROTECTION PLAN (RSFPP)

SURVIVOR BENEFIT PLAN (SBP)

SOCIAL SECURITY BENEFITS (SSB)

VETERANS ADMINISTRATION DE-PENDENCY AND INDEMNITY COM-

PENSATION (DIC)

VETERANS SURVIVORS PENSION

DESCRIPTION

Unpaid pay and allowances due member at time of death.

Designed to help defray immediate expenses, the death gratuity is six times the active duty member's monthly basic pay to a maximum \$3,000 payable to beneficiaries usually within 24 hours of death.

\$255 lump-sum death payment to widow(er) of Social Security "covered" member.

\$300 basic burial allowance plus \$150 plot/interment allowance if burial is not in a national cemetery. Service-connected deaths may receive up to \$1,100.

Various scholarships are available from Navy-affiliated organizations.

Educational assistance loans are available to surviving dependents of Navy members.

Widow(er)s and children of members who died of service-connected causes may be eligible for up to 45 months of VA

educational assistance. Educational loans are also available for those needing educational financial assistance.

Unremarried widow(er)s, dependent children to age 21 (23 if attending full-time institution of higher learning) & parents/ parents-in-law determined to be dependent are entitled to an ID card and appropriate privileges if deceased member had retired with pay from military service.

Sponsorship passes to unremarried widow(er) of retired member until such time as widow(er) remarries and becomes the dependent of another person. Surviving children are entitled to exchange & theater privileges if dependent on widow(er) for over half of their support to age 21 (23 if attending full-time institution of higher learning).

When burial is in a national cemetery, a headstone or grave marker is provided without cost or application. Markers for private cemeteries will be shipped free, but applicant is responsible for transportation to the private cemetery & cost of placement at the grave. If a headstone or grave marker is purchased from a commercial supplier, a maximum of \$53 toward purchase price is allowed.

Dependents who were eligible to relocate at government expense & for household goods movement before the member's death are permitted one year to relocate & move household goods to any selected location at government expense & storage in transit up to six months.

Automatic Coverage (\$20,000 unless member elected lower amount - \$5,000, \$10,000, or \$15,000, or no coverage). A member is covered for 120 days following separation or up to one year in the case of a veteran who is totally disabled at the time of separation (or retirement).

SGLI may be converted to a 5-year nonrenewable coverage known as VGLI (Veterans Group Life Insurance). Members on active duty entitled to full-time SGLI coverage can convert to VGLI by submitting the premium before the end of 120 days following the date of separation from service. Members with full-time SGLI coverage who are totally disabled at the time of separation and whose service makes them eligible for VGLI may purchase this insurance in an amount equal to or less than their SGLI while remaining totally disabled up to one year following separation.

Depends upon the amounts and type of life insurance purchased by the member.

Dependents of retirees who are eligible for medical care under the Uniformed Services Health Benefit Program or for the Civilian Health & Medical Program of the Uniformed Services (CHAMPUS) remains eligible for such care after the member's death for as long as the spouse remains unmarried.

A membership organization which provides death benefits currently of \$19,000; assists beneficiaries in filing claims for government benefits & provides follow-up service as needed.

Provides temporary financial assistance (either a loan, gratuity, or combination of the two) to dependents of deceased Navy members plus counseling and referral services and other assistance.

Provides annuities to beneficiaries of deceased military members who participated in the program and retired before September 21, 1972.

Provides annuities to beneficiaries of deceased military members who participated in the program and retired after September 21, 1972.

SSB payments are separate from & in addition to any RSFPP or monthly VA compensation (but not SBP payments). SSB provides-depending upon eligibility-(a) monthly benefits to surviving widow(er) & dependent children, (b) MEDI-CARE coverage, and (c) lump sum death benefits (see Burial Expense Allowance entry).

Payable for service-connected death only. DIC is a monthly benefit determined on the basis of member's grade or rate and authorized for widow(er)s, unmarried children under age 18 (as well as certain helpless children), children 18-23 if attending a VA-approved school and certain dependent parents of members who died in service or who died following discharge from a service-connected disability.

Payable to widow(er) & children of a member whose death was not service connected providing their income does not exceed certain limitations and their net worth is within reasonable limits as determined by the VA.

### active-duty members and retirees

#### WHERE TO APPLY

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Bldg., Cleveland, Ohio 44199

Payment of local disbursing office is automatic upon notification of death and with Commander, Naval Military Personnel Command approval.

Your local office of the Social Security Administration. Regional office of the Veterans Administration. (Each state has at least one VA regional office.)

Commander, Naval Military Personnel Command (N-641C), Navy Department, Washington, D.C. 20370.

Headquarters, Navy Relief Society, 801 N. Randolph St., Room 1128, Arlington, Va. 22203.

Regional office of the Veterans Administration

For determination of dependency of parent or partent-in-law: Navy Family Allowance Activity, Cleveland, Ohio 44199. For renewal of replacement of ID cards. The nearest naval activity authorized to issue ID cards or the Commander, Naval Military Personnel Command (N-641D), Navy Department, Washington, D.C. 20370.

See above information on Uniformed Services Identification & Privilege Card (DD 1173).

Director, Headstone Service (42A), Veterans Administration Central Office, 810 Vermont Ave., NW, Washington, D.C. 20420.

The Installation Transportation Officer (ITO) at your local military activity will provide HHG assistance. The local military activity will also assist in the transportation dependents.

Veterans Administration Center, P.O. Box 8079, Philadelphia, Pa. 19101 (if residing East of the Mississippil River) or Veterans Administration Center, Federal Bldg., Fort Snelling, St. Paul, Minn. 55111.

Commander, Naval Military Personnel Command (N-642), Navy Dept., Washington, D.C. 20370 of Office of Serviceman's Group Life Insurance, 212 Washington St., Newark, N.J. 07102

Office of Serviceman's Group Life Insurance, 212 Washington St., Newark, N.J. 07102

Local office of the insurance company with which the member is insured.

Since changes may occur because of local service capabilities, consult your local Navy activity for entitlement information as well as for information on CHAMPUS.

Navy Mutual Aid Association, Navy Dept., Washington, D.C. 20370.

Headquarters, Navy Relief Society, 801 N. Randolph St., Room 1228, Arlington, Va. 22203

Commanding Officer, Navy Finance Center, (Code XM), Anthony J. Celebrezze Federal Bldg., Cleveland, Ohio 44199

Commanding Officer, Navy Finance Center. (Code 303). Anthony J. Celebrezze Federal Bldg., Cleveland, Ohio 44199.

Contact local office of the Social Security Administration immediately following member's death because claims may not be honored after an extended lapse of time.

Your local VA regional office.

#### **HOW TO APPLY**

Submit a claim for Unpaid Compensation of Deceased Members of the Uniformed Services (SF-1174).

The local Navy disbursing office will provide assistance and information on death gratuity payments.

Apply to the local SSA office within two years of member's death. Application must be made within two years of member's death on VA Form 21-530 by mortician, survivor, or person paying burial expenses.

NMPC will supply information on type and number of scholarships available.

Apply through the Navy Relief Society.

Submit VA Form 22-5490. Application for Educational Assistance, or VA Form 22-490W, Application for Program of Education or Training by a Spouse, Widow or Widower, or VA Form 22-8725. Application for Educational Loan.

The following documents must accompany application: a copy of retired member's orders, death certificate, marriage or birth certificate (as appropriate), interlocutory or final decree of divorce (if appropriate) and letter from Social Security Administration certifying you are not entitled to Social Security Hospital insurance (part A) (applicable only to widow(er)s 65 or over).

See above information on Uniformed Services Identification & Privilege Card (DD 1173).

Submit VA Form 40-1330 for procurement of a headstone or grave marker and VA Form 21-8834 for reimbursement of commercially purchased headstone or grave marker. Forms available at any regional VA office.

The ITO will require copies of orders in addition to other selected forms. Check with the ITO for specific information.

In any communication with the VA about life insurance, include member's policy number, full name, date of birth and service of social security Number, civil death certificate, VA claim file number and insurance policy number.

The beneficiary will be contacted and furnished VA Form 29-8283 by NMPC-642 upon receipt of official death notice. VA Form 29-8283 and a certified copy of the death certificate are forwarded by claimant to the SGLI office for payment.

Submit VA Form 29-8283 (available from regional VA office) and certified copy of death certificate to SGLI.

Consult your commercial insurance agent for specific application information.

CHAMPUS guidelines and medical care information are available from the Commander, Naval Military Personnel Command, (NMPC-641D) Navy Dept., Washington, D.C. 20370.

Further information is available from the Navy Mutual Aid Association.

You may apply (a) in person at a Navy Relief Society auxiliary, (b) by call or telegram to their headquarters or (c), in an emergency through the local chapter of the American Red Cross.

Submit application Form DD-768 to Navy Finance Center to receive annuities.

Submit NavCompt Form 2269 (7-78) to Navy Finance Center to receive annuities.

Assistance in making application will be provided by the local office of the Social Security Administration.

Submit application on VA Form 21-534 available from any VA regional office.

Submit application on Va Form 21-534 available from any VA regional

Your local VA regional office.

### Financial Planning for Your Survivors

What financial shape would your family be in if you died tomorrow? Suppose you got hit by a car on the way home from the ship. After the trauma of your death and funeral was past, would your family at least find comfort in the fact you'd left them financially secure? Or would your death mark only the beginning of their troubles?

The following form may help you answer these questions. Referring to the explanation of rights and benefits in the accompanying table of benefits, you can get a working idea of the amount and types of assistance your family would receive upon your death. This amount, plus your personal assets, will give you an idea of the resources your family

may draw upon after you're gone.

How much they will have to draw and when can be figured in the part on Personal Obligations. Subtracting this amount from your total worth will not only tell if you will leave a financially secure family behind when you die, but may also show where and what types of additional financial security you may want.

SURVIVOR BENEFIT	IMMEDIATE OR ONE-TIME PAYMENT	MONTHLY PAYMENT
Arrears of Pay		n/a
Death Gratuity		n/a
Social Security Burial Expense Allowance	\$255	n/a
Veterans Administration Burial Expense Allowance	\$300 basic allowance + \$150 plot allowance <sup>1</sup>	n/a
Life Insurance: NSLI/USGLI <sup>2</sup>		
Life Insurance: SGLI <sup>2</sup>		
Life Insurance: VGLI <sup>2</sup>		
Commercial Life Insurance <sup>2</sup>		
Navy Mutual Aid Association <sup>2</sup>		
Retired Serviceman's Family Protection Plan <sup>3</sup>	n/a	
Survivor Benefit Plan⁴	n/a	-
Social Security Benefits	n/a	25
Veterans Administration Dependency & Indemnity		
Compensation <sup>5</sup>	n/a	-
Veterans Survivors Pension	n/a	<u></u>

#### NOTES:

- <sup>1</sup> Service-connected death may receive up to \$1,100.
- <sup>2</sup> Amount and method of payment (one-time payment or monthly) dependent upon the amount and type of coverage elected by member.
- <sup>3</sup> Applicable only to those members who retired prior to 21 September 1972 and elected this coverage.
- <sup>4</sup> Applicable only to those members who retired or became eligible for retirement after 21 September 1972 and elected this coverage.
- <sup>5</sup> Monthly annuity dependent upon member's service-connected disability, grade or rate.

	IMMEDIATE OR ONE- TIME PAYMENT	MONTHLY PAYMENT
PERSONAL ASSETS	*	
Savings¹ Stocks/Bonds/Investments¹ Personal Property (house, car, boat & all high-value items)² All other assets/income		
TOTAL ASSETS		
PERSONAL OBLIGATIONS		
Rent/Mortgage <sup>3</sup>	-	
Utilities (gas, electricity, water, sewage, telephone, etc.)	n/a	
Food & Clothing	n/a	
Transportation (car expenses, bus fare, etc.)	n/a	
Credit cards/time payments <sup>4</sup> Miscellaneous expenses		
TOTAL OBLIGATIONS		

#### NOTES:

- <sup>1</sup> You may either figure the total amount available as a one-time payment or compute the interest/dividends you earn each month as a monthly payment.
- <sup>2</sup> Immediate cash would be available from the sale of high-value items. You may also receive monthly rental fees from a home or other appropriate items.
- <sup>3</sup> Certain types of mortgage insurance provide for payment of the remaining amount due on homes upon the death of the member. This would represent a single one-time payment. Other types of mortgage insurance guarantee the amount of the mortgage but do not release surviving members of their responsibility for repaying the mortgage upon member's death.
- <sup>4</sup> Many credit agreements provide for a monthly interest charge with no penalty for early payment. Other credit agreements may include a set finance charge—for which no credit is given for early payment—and/or an early payment penalty fee.

	IMMEDIATE OR ONE- TIME PAYMENT	MONTHLY PAYMENT
TOTAL SURVIVOR BENEFITS:		
TOTAL PERSONAL ASSETS: equals		-
TOTAL WORTH minus		
TOTAL PERSONAL OBLIGATIONS equals		
FAMILY SECURITY OR INSECURITY AFTER THE BREADWINNER DIES		



# Your Retirement

One of the big attractions of a Navy career for many is the military retirement package. After 20 or more years of service, regardless of age, members may be eligible for retirement/fleet reserve rights and benefits that provide not only an element of security but also an opportunity to embark on a second career as well.

In this section, we take a look at what that retirement package includes, how to make sure you are able to take full advantage of those benefits and where to go if you need help or counseling in planning for retirement.

For up-to-date, specific information, be sure to consult your Command Career Counselor.



#### **Categories of Retired Personnel**

#### Regular Navy Retired List

Consists of Regular Navy officers and enlisted personnel who are entitled to retirement under any provision of law. They are subject to the Uniform Code of Military Justice and to the orders and regulations of the Secretary of the Navy. They may be ordered to active duty in time of war or national emergency at the discretion of the Secretary of the Navy but may be ordered to active duty at other times only with their consent.

#### Fleet Reserve

Consists of former warrant and commissioned officers and enlisted personnel of the Regular Navy and Naval Reserve who have been transferred to the Fleet Reserve upon completion of 20 years or more-but less than 30 years-of active military service including constructive service earned through Dec. 31, 1977. Members of the Fleet Reserve are entitled to receive retainer pay when released to inactive duty. They are subject to the Uniform Code of Military Justice and to the orders and regulations of the Secretary of the Navy. They are subject to recall to active duty without their consent in the event of war or national emergency. Members are transferred to the retired list upon completion of 30 years service-active and Fleet Reserve.

#### **Naval Reserve Retired List**

Composed of members (not including former members) of the Naval Reserve entitled to retired pay. Retired members of the Naval Reserve may be ordered to active duty without their consent but only if the Secretary of the Navy, with the approval of the Secretary of Defense, determines that there are not enough qualified reserves in an active status.

#### **Retired Reserve**

Consists of reservists who have been transferred to the Retired Reserve without pay.

#### **Temporary Disability Retired List**

Consists of members who have been found to be temporarily unable to perform the duties of their rank or rating by reason of physical disability which may be of a permanent nature. For more details, see *Disability Separation* (NAVEDTRA 46601 series), published by the American Forces Informa-

tion Service, Department of Defense, Washington, D.C.

#### **Permanent Disability Retired List**

Consists of members who have been found to be permanently unable to perform the duties of their rank or rating by reason of physical disability which is of a permanent nature. For more details, see *Disability Separation*, (NAVEDTRA 46601 series).

#### Computation of Retired/ Retainer Pay

There are various provisions of law under which Navy retired pay may be computed. Active duty members who have a question regarding the particular formula to be used in computing Navy retired pay should consult a Career Counselor. Retired members who have a question regarding the particular computation formula should address an inquiry to the Navy Finance Center (See the list of important addresses at the end of this section).

For your own protection and to preclude misinterpretation of information furnished, questions about retired pay should be submitted to the Finance Center by letter rather than by telephone.

Public Law 94-440 of Oct. 1, 1976, provides for cost-of-living increases on March 1 and September 1 each year. The cost-of-living increases are based on the rise in the Consumer Price Index (CPI) published by the Department of Labor.

The following example illustrates how a Fleet Reserve retainer payment is computed.

Chief Smith is an E-7 who transfers to the Fleet Reserve after 23 years of active service. His basic pay is \$1164.90 (E-7 over 22). The percentage of his basic pay paid to him as retainer pay is computed at 2.5 percent times total number of years' active service. (2.5% × 23 = 57.5%). Therefore, his gross retainer pay equals 57.5 percent of \$1164.90 or \$669.81 per month. This amount—less applicable state, federal or other taxes and any registered allotments by the member—equals his monthly retainer check from the Navy Finance Center.

If you registered allotments while on active duty, they may remain in effect when you are transferred to the Fleet Reserve or are retired, provided that the total amount allotted is less than the anticipated net retired or retainer pay. Such allotments will continue to be deducted from your retired pay unless you stop or change them.

You may register allotments of retired pay only for the premiums of life insurance on your own life or family-type insurance which includes your life. You may also register Treasury allotments which may be used to repay indebtedness to another U.S. Government agency; allotments for U.S. Savings Bonds; and allotments for the support of spouse, former spouse(s), and/or your children not residing with you. Once allotments are registered, they will remain in effect until the Navy Finance Center receives notice of change.

#### Survivor Benefit Plan

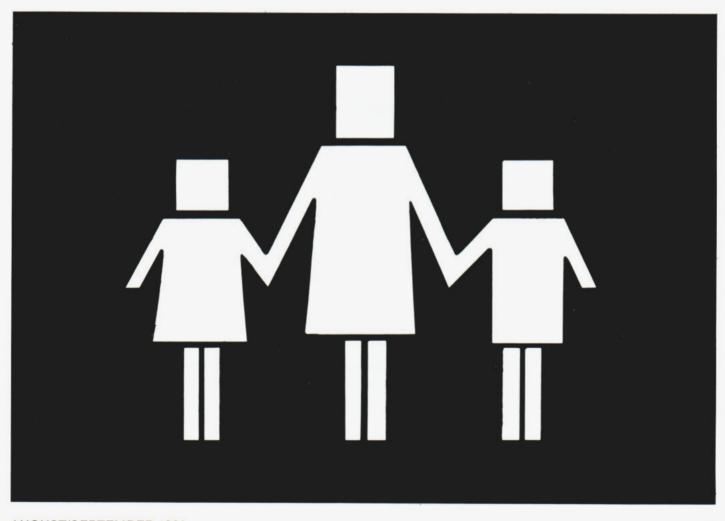
Established in 1972, the Survivor Benefit Plan (SBP) replaces the Retired Servicemen's Family Protection Plan (RSFPP) for all military personnel who retire with pay on or after Sept. 21, 1972.

It is a survivor benefit program which

complements the survivor benefits of social security. The plan provides all career members of the uniformed services who reach retirement eligibility, including reservists who qualify for retired pay at age 60, an opportunity to leave a portion of their retired pay to their survivors at a reasonable cost.

### Travel, Shipment and Storage of Household Goods

A Regular Navy or Naval Reserve member on active duty who is retired for physical disability, placed on the Temporary Disability Retired List or retired with pay for any other reason—including transfer to the Fleet Reserve—with eight or more years of continuous active duty immediately preceding retirement, may select a home location and receive travel allowances from the last duty station to the new selected location.



The home selected does not have to agree with the home of record. However, once a member has selected a home and traveled to it, the selection is irrevocable as far as receipt of travel allowance is concerned.

Travel to the selected home must, in general, be completed within one year after termination of active duty. Exceptions to the one-year time limit may be made when a member is undergoing treatment at a government hospital (or civilian hospital at government expense) on the date of termination of active service or is hospitalized or undergoes treatment at any time during the year following retirement, when a member is undergoing education or training on the date of retirement in order to qualify for acceptable civilian employment or begins such education or training within the one-year period following retirement, or for other deserving cases.

#### **Travel of Dependents**

Upon retirement from the Navy, all officers and all enlisted personnel in the grades of E-4 with over two years of service and E-5 through E-9 are entitled to transportation of their dependents to the same location that the member has selected for his or her personal travel.

Dependents must also perform travel within one year after termination of the member's active duty with the same exceptions that apply to the member.

### Household Goods Shipment and Storage

The authorization and restrictions for shipping and storage of household goods are summarized in Table 16.

### Base Facilities and Other Privileges

Members retired with pay are privileged to use American forces base facilities subject to the availability of space, facilities and capabilities of the activity. Reserve personnel retired in a non-pay status are not entitled to these privileges.

### Table 16. Summary of Authorizations and Restrictions for Shipping and Storage of Household Goods

#### **Authorization** Restrictions Once you have selected a home and You may select a home of your choice and have your household goods, traveled to it, your selection is irrevowithin your authorized weight allowcable as far as reimbursement for ances, shipped from your last duty travel or shipment of household goods station to the home selected. is concerned. You may also have household If shipment is desired to other than goods shipped from any previous duty the home of selection, see your Perstation, from a designated place in sonal Property Transportation Officer the United States, from storage, or regarding cost limitations. Goods any combination thereof to home must be turned over to a transportaselected for the purpose of receiving tion officer or carrier for shipment travel allowances for your travel. within one year after termination of active duty.\* You may put all or any portion of your Transportation officer will select comhousehold goods in non-temporary mercial or government facility storage in local commercial or governstorage, whichever is more economiment facility storage. cal. Period of non-temporary storage may not exceed one year from date active duty was terminated.\* You may have your household goods Goods must be turned over to a transwhich were placed in non-temporary portation officer or carrier for shipstorage shipped to the selected home. ment within one year after termination See your shipping officer regarding of active duty.\* entitlement to temporary storage. when necessary, incident to shipment from nontemporary storage. Your household goods which were Ninety days temporary storage is not placed in non-temporary storage authorized in connection with a shipmay be placed in temporary storage ment to the selected home. An addipending shipment to the selected tional 90 days may be authorized if a detailed statement of circumstances home. beyond your control is furnished the shipping officer to support your request for storage in excess of 90 days. Storage beyond 180 days is not authorized. See your Personal Property Transpor-You may have articles required for immediate use shipped to selected tation Officer for entitlement. home by an expedited mode.

NOTE: For complete details regarding storage and shipment of household goods, see your Personal Property Officer.

\*Exceptions to the time limit for shipment and storage of household goods are made in those instances described in the above section on travel of Navy members and their dependents.

The commanding officer of the service activity determines whether or not base facilities are available to retired personnel. It must be remembered that the commanding officer must first take into consideration the number of active duty personnel that must be served by the base. The use of a base facility is a privilege which may be granted, not a right to which a retired member is automatically entitled.

#### The United States Naval Home

The United States Naval Home, Gulfport, Miss., is a naval station maintained to provide a home for officers and enlisted personnel of the Navy and Marine Corps and of the Coast Guard (when they served in that organization as part of the Navy) who may be entitled to admission.

The home, under management control of the Naval Military Personnel Command, is available to officers and enlisted members (male and female) who have been separated from service under honorable conditions or who are eligible to receive retired pay and who are unable to support themselves by manual labor.

Applicants must be of suitable moral character and must be in such physical condition at the time of entry into the home that they can be adequately cared for by the existing facilities.

#### **Medical Care**

The terms USHBP and CHAMPUS apply to one of the most important benefits available to retired members with dependents—especially the member who heads a growing family.

• USHBP stands for the Uniformed Services Health Benefits Program, one of the most comprehensive programs of medical benefits in the United States today.

Covered under USHBP are retired members, dependents of retired members, and survivors of deceased active duty or retired members.

The program's benefits are available either in a uniformed services medical

facility (Navy, Army, Air Force and certain Public Health Service facilities) or in civilian facilities under the part of the USHBP called CHAMPUS (Civilian Health and Medical Program of the Uniformed Services).

 CHAMPUS is that part of the overall USHBP program which provides for medical care for retired members and dependents in civilian facilities (civilian hospitals, clinics, doctors' offices, doctors' visits, etc.).

You don't have to subscribe, enroll or pay premiums for the benefits of USHBP. The key is an ID card. Make sure your authorized dependents have current cards.

Don't expect dental care under USH-BP because Congress did not intend that it be a dental care program. "Denticare" legislation is being considered by Congress and may be available in the future. There is some authorized dental care under USHBP, but it is generally that dental care which is medically necessary in the treatment of an otherwise covered medical (not dental) condition, is an integral part of the treatment of such medical treatment, and is essential to the control of the primary medical condition.

USHBP belongs to all the uniformed services and the commissioned corps of the Public Health Service (PHS) and the National Oceanic and Atmospheric Administration.

For further information on USHBP and CHAMPUS, see chapter 8, "Medical and Health Care."

#### **Veterans Benefits for Retirees**

The Veterans Administration (VA) is the agency responsible for administering the major veterans' programs authorized by Congress. Retirement has been considered the same as discharge for the purpose of VA benefits. Therefore, the benefits administered by the VA which are available to personnel being separated or discharged from active service are available under the same conditions to retired personnel.

Eligibility of individual retired members for specific VA benefits must be determined by the VA. The Navy Department has no control over benefits authorized by law and payable by other government agencies. The percentage of disability determined by the Navy for retirement purposes does not affect the determination of percentage of disability determined by the VA for VA benefits. The role of the Navy Department consists only of furnishing to the VA information which might be requested by that agency concerning the retired Navy member's military service and military retired pay.

The VA has regional offices and centers throughout the United States. Questions concerning VA benefits should be addressed to the nearest VA office.

To assist the VA in providing efficient service, you should submit a copy of your retirement orders, DD 214N, when first seeking a benefit. Always give your full name, address, and social security number. When contacting the VA about benefits claims, address your regional office and give your VA file or claim number.

The VA is authorized by law to guarantee loans for homes; to administer the National Service Life Insurance. United States Government Life Insurance, Servicemen's Group Life Insurance and Veterans Group Life Insurance programs; to provide medical benefits to disabled veterans and veterans of wartime service; to administer financial benefits payable to eligible veterans and their survivors; to provide special training and other aids to disabled veterans; to provide educational assistance or benefits for veterans, depending on their service dates; to administer the contributory educational assistance program for veterans who entered active duty on or after Jan. 1, 1977; and to administer certain burial benefits.

#### **Federal and State Benefits**

#### **Unemployment Compensation**

Your eligibility for unemployment compensation will be determined by the law of the state in which you file a

claim. Receipt of retainer pay may prohibit or reduce payment of unemployment compensation in some states. Also, receipt of lump-sum payment for days of accrued, but unused, military leave may postpone payment of unemployment compensation in some states.

You may receive unemployment compensation for ex-servicemen (Title 5, U.S. Code, Chapter 85) if you meet the following requirements:

- At least 90 days' continuous active service, with discharge under conditions other than dishonorable or bad conduct.
- Unemployment occurring at the time of filing.
- Any other eligibility conditions prescribed by the state against which the member files a claim.

Benefits will not start until after:

• Any period for which you are receiving certain educational or vocational training allowances from the Veterans Administration. • The applicable waiting period, if any, provided by the law of your state.

The local office of the state employment service should be contacted to determine eligibility. If there is no office in your locality, ask the local postmaster for the address of the nearest office. In applying you will need separation form DD 214N, your social security card, and record of civilian employment, if any, both before and after military service.

#### **Federal Civil Service Preference**

Retired persons, by reason of their military service, may be eligible for preference in competition examinations for an original Civil Service appointment.

Five points are added to the earned rating of an applicant who makes a passing grade and is an honorably separated veteran who served on active duty in the armed forces:

• During any war (the official dates

for war service are April 6, 1917, to July 2, 1921 and Dec. 7, 1941 to Dec. 31, 1946.

- During the period June 25, 1950 through July 1, 1955.
- In a campaign of expedition for which a campaign badge or service medal has been authorized.
- For more than 180 consecutive days, any part of which occurred after Jan. 31, 1955, and before Oct. 15, 1976, not counting an initial period of active duty for training under the six-month Reserve or National Guard programs.

Ten points are added to the earned rating of an applicant who makes a passing grade and who establishes a claim to preferences having active wartime or peacetime service and has a service-connected disability or is receiving compensation, disability retirement benefits, or pension under the laws administered by the Veterans Administration, Army, Navy, Air Force, Coast Guard, or Public Health Service.



A veteran who has been awarded the Purple Heart for wounds received in action is considered to have a serviceconnected disability.

In some cases, a 10-point veteran's preference also may be awarded to the spouse of a 10-point veteran with a service-connected disability, or to:

- The unremarried spouse of an honorably separated veteran who served on active duty during any war, or during the period April 28, 1952, to July 1, 1955, or in any campaign or expedition for which a campaign badge or service medal was authorized. This includes the widow or widower of those who died on active duty during the same periods.
- The mother of a veteran who died under honorable conditions while on active duty during the same period, or who became permanently and totally disabled because of a service-connected disability, provided she is widowed, divorced, or separated from the father or he is permanently and totally disabled.

#### VA Educational Assistance to Children, Spouses, and Surviving Spouses of Disabled or Deceased Retirees

Educational assistance is available under the Dependent's Educational Assistance Program to the children, spouses, or surviving spouses of members retired with total and permanent disability or deceased retired members if their disability or death was a result of service in the armed forces during any period after the beginning of the Spanish-American War on April 21, 1898.

Age limits of children are generally between 18 and 26. But, in some instances, children below or above those age limits who are otherwise eligible may be permitted to receive assistance. Benefits will be afforded beyond an eligible person's 21st birthday only to permit completion of an unexpired semester or an incompleted course in an educational institution not operating on a semester or quarter system.

Applications and further information are available from the VA regional office serving the state or area in which the child is living.

#### **GI Bill Educational Benefits**

The GI Bill Educational Benefits for eligible veterans is explained in Chapter 14. "Veterans Benefits."

#### Other Educational Assistance

The Navy itself has no funds for the purpose of awarding scholarships or any other form of student aid to dependents of naval personnel. Through the years, however, individuals, institutions and wives' clubs have established scholarship funds for sons and daughters of Navy, Marine Corps and Coast Guard members and former members. These groups establish eligibility criteria for their awards, maintain control of the funds, and appoint their own selection committees to determine the recipients. The role of the Director of the Naval Military Personnel Command is to provide a centralized source of informational material and applications in the Dependents' Scholarship Program and to process the applications and school transcripts before submitting them for consideration to the various sponsors of the award.

The deadline for receipt of applications and transcripts at the Naval Military Personnel Command is March 15 prior to the fall term of college.

As new groups and individuals are frequently added to the list of scholar-ship sponsors, and new information becomes available, *The Scholarship Pamphlet* (NAVPERS 15003 series), available from NMPC, and the application procedures are reviewed each year. Therefore, it is wise to request current material before applying.

In addition, many educational institutions have loan funds from which a student may borrow to assist in meeting education expenses. Inquiry should be made to the college or university which the student is attending or plans to attend.

The Navy Relief Society offers a guaranteed student loan program to assist Navy and Marine Corps service members' dependent children in obtaining a college education or vocational training after completion of high school.

Children eligible for assistance are

unmarried dependent sons and daughters (including stepchildren and legally adopted children) of:

- Personnel of the Regular Navy and Marine Corps of the United States.
- Personnel of the reserve components when on extended active duty.
- Retired Regular or Reserve Navy or Marine Corps personnel who are in receipt of retired or retainer pay after 20 years' active duty or who have been medically retired.

#### Benefits from Private Organizations

#### **Navy Relief Society**

Personnel on the retired list of the Regular Navy and Marine Corps and reservists who are in receipt of retired or retainer pay after 20 years' active duty or who have been medically retired retain their eligibility to use the various services offered by the Navy Relief Society. See Chapter 10, "Family Assistance."

#### **American Red Cross**

The American Red Cross, through the combined efforts of staffs in local chapters and in Veterans Administration offices, assists in preparing and developing claims for VA benefits.

Chapter and national organization staff help with requests for review and correction of military records. Chapter workers also help with applications for other federal and state benefits, including those available under the Survivor Benefit Plan.

The Red Cross provides information about, and help in obtaining, needed services from other agencies, offers counseling in personal and family problems, and assists in planning to meet financial needs.

By agreement with the Navy Relief Society, in areas where there is no Navy Relief Auxiliary, Navy and Marine Corps personnel and their dependents may apply for aid through the Red Cross. If Navy Relief authorizes assistance, the Red Cross will advance the funds and be reimbursed by the society.

The local chapter serving your community may be contacted for further

information about its program, the services offered and the opportunity for you to serve as a Red Cross volunteer helping other active and former Navy and Marine Corps personnel.

#### **Veterans' and Other Organizations**

Seventy organizations, including state agencies, have been authorized to present and prosecute claims to the Veterans Administration on behalf of veterans and their dependents. These are either chartered by Congress, designated by Congress, or otherwise recognized by the Veterans Administration. Only one organization may represent you at any one time. Contact the local chapter of veterans' organizations for further details.

### Death and Burial of Retired Members

The Casualty Assistance Branch of

the Naval Military Personnel Command (NMPC-642) will, upon request from survivors of deceased retirees, inform them of benefits for which they may qualify through the Navy and other agencies by reason of the military service of the deceased.

This service is furnished in lieu of that provided through the Casualty Assistance Calls Program in the case of death of active duty members. This assistance may also be requested from the nearest naval activity.

The surviving spouse or immediate survivor of the retired member may also receive advice and assistance from various service and veterans' organizations. Representatives of these organizations will be glad to furnish aid in completing any required forms and information concerning benefits.

There is no charge for gravesites or for the opening or closing of graves in a national cemetery. However, expenses incident to preparation, casketing or transportation of remains from the place of death to a national cemetery must be met from private funds.

Both the VA and the Social Security Administration provide partial reimbursement of burial expenses under certain conditions, regardless of whether the burial is in a national cemetery.

A member or former member whose last active service terminated honorably is eligible for burial in a national cemetery, except Arlington, in which grave space is available.

If an individual—retiree or dependent—wishes to be buried at sea or to have cremated remains scattered over the ocean, that wish should be indicated in writing. Upon death, the individual designated to make disposition of the remains should contact the District Medical Officer at the nearest Naval District who will provide assistance.

A headstone or grave marker is available without charge for any deceased veteran of wartime or peacetime service whose last period of active service was terminated honorably. The VA also will allow a maximum of \$53 toward the purchase price of a headstone or grave marker if it is more desirable to purchase one from a commerical supplier. Application for reimbursement may be made on VA Form 21-8834, Application for Reimbursement of Headstone or Marker Expenses.

An American flag will be furnished by a VA office or a first-class post office to drape the casket of each retired member. The flag is delivered to the next of kin following interment.

The renditions of military ceremonies or honors depends upon the status of the decedent and upon the availability of American forces troops at an armed forces installation near the national cemetery. If it is determined by the commander of such installation that troops are not available, the next of kin or his representative may be able to arrange for the rendition of honors by members of local veterans' organizations.

For more information on death and burial benefits of retired members, see Chapter 12, "Survivor Benefits."





### Check-off List for Retired Personnel and Survivors

The head of a family should make things easier for that family by having papers in order so as to inform dependents of their rights and benefits.

#### **Retired Members**

Protect your family. Read and review the Navy Guide for Retired Personnel (see the publications chart accompanying this story) with your family. Keep them informed of their rights and benefits. Complete the Record of Personal Affairs found in this guide.

Keep your address current. Notify,

as appropriate, the Naval Reserve Personnel Center, Navy Finance Center, Veterans Administration and the Naval Military Personnel Command.

Safeguard your records. Keep copies of your naval records and retirement papers orderly and in a safe place. Members who elected participation under the Survivor Benefit Plan should include information to that effect. Pre-Sept. 21, 1972, retirees who retained coverage under the Retired Servicemen's Family Protection Plan (RSFPP) should keep RSFPP Election Notice with important papers. Information from these records will be needed to apply for certain benefits.

Keep your beneficiary current. Make

changes as necessary due to change in marital status, deaths, etc.

Correspondence concerning benefits. In all correspondence, identify yourself completely by full name, rank/rate, service/file number, social security number and branch of service. If corresponding with the VA, include your claim number.

Periodic check on Social Security. Check, approximately every three years, your Social Security status.

Periodic check on insurance policy. Check your insurance policies periodically to ensure current beneficiary. Holders of term contracts should consider converting to permanent plan insurance.

Obtain and read the applicable publications in the accompanying list.

#### Survivors

<u>Burial</u> in a national cemetery, reimbursement of burial expenses and headstone information described above.

Notification in event of member's death. Immediately upon death of retired member, forward one copy of

death certificate to the Navy Finance Center. Give current address for yourself or executor of estate. This will assist in expediting payment of survivor benefits.

Review the Personal Affairs Record. Verify essential information concerning retired member and location of important documents.

Benefits for survivors. Don't hesitate

to apply for any benefits to which you think you are entitled. Enclose all documents required by application.

Advice and assistance. Contact the VA, Red Cross, appropriate veterans' organizations, Casualty Assistance Branch of the Naval Military Personnel Command, or any naval activity for additional information and help.

### **Publications of Interest to Retirees**

#### **Retirement and Other Benefits**

Disability Separation (NAVEDTRA 46601 series). American Forces Information Service, Department of Defense. Contains information about procedures leading to disability retirement or discharge and describes benefits accruing when physical disability ends an active military career.

Federal Benefits for Veterans and Dependents (VA Fact Sheet IS-1) Washington, Government Printing Office. Contains general information concerning most federal benefits enacted by the Congress for veterans, their dependents and beneficiaries.

Once a Veteran (NAVEDTRA 46602 series). American Forces Information Service, Department of Defense. Contains information on benefits available from the Veterans Administration and other federal agencies for service members to be released from active duty.

Reference Guide to Employment Activities of Retired Naval Personnel (NAVSO P-1178). Office of the Judge Advocate General, Department of the Navy, 200 Stovall St., Alexandria, Va. 22332. Explains the Dual Compensation Act, conflict of interest and other restrictions on civilian employment.

Your Social Security. Social Security Administration, U.S. Department of Health and Human Services. Contains information concerning Social Security benefits as a result of service.

Your Personal Affairs (NAVEDTRA 46600 series). Office of Information for the Armed Forces, Department of Defense. Contains general information about matters affecting the personal affairs, including insurance and benefits, of service members and their families.

Veterans Preference in Federal Employment (EV 2), U.S. Office of Personnel Management, Washington, D.C.: Government Printing Office. Explains the preference given to veterans in federal employment.

Retired Military Personnel in Federal Jobs (EV 4), U.S. Office of Personnel Management, Washington, D.C.: Government Printing Office. Explains the restrictions imposed upon retired military personnel in federal employment.

Federal Job Information Centers Directory (BRE-9), U.S. Office of Personnel Management, Washington, D.C. 20415. A listing of Federal Job Information Centers throughout the United States where answers can be provided to questions about federal employment.

Your Retirement System (Pamphlet 18). U.S. Office of Personnel Management, Washington, D.C.; Government Printing Office (\$3.00). Contains questions and answers concerning the Federal Civil Service Retirement Law.

#### Tax and Insurance

Armed Forces Federal Income Tax (NAVSO P-1983), Office of the Judge Advocate General, Navy Department, 200 Stovall St., Alexandria, Va. 22332. Covers most of the federal income tax problems encountered by active duty personnel.

Tax Credit for the Elderly (Publication No. 524). This document may be obtained free from District Directors of the Internal Revenue Service.

National Service Life Insurance (VA Pamphlet 90-3). Veterans Administration. Contains information on premium rates on National Service Life Insurance.

United States Government Life Insurance (VA Pamphlet 9-1). Veterans Administration. Contains information on premium rates on United States Government Life Insurance.

Servicemen's and Veterans Group Life Insurance Handbook (VA Handbook 29-75-1). Veterans Administration. Contains general information on Servicemen's Group Life Insurance and Veterans Group Life Insurance.

Survivor Benefit Plan for Retired Members of the Uniformed Services (NAVEDTRA 46605C, Revised 1979). American Forces Information Service, Department of Defense. Contains information about the Survivor Benefit Plan under which members of the armed forces can provide incomes for their widows and eligible surviving children after their death. (Each prospective retiree should be provided a copy.)

Additionally, the three publications described below contain comprehensive, up-to-date information on military retirement that the retiree should find particularly useful.

Navy Guide for Retired Personnel and Their Families, (NAVPERS 15891 series). Provides detailed information on retired rights, benefits and privileges. In accordance with BuPers Manual article 6220120, this publication will be provided to career personnel prior to retirement. Copies may be ordered in accordance with NAVSUP 2002, COG I stock No. 0500-LP-345-1021. After retirement, current editions may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402.

Shift Colors (formerly the Retired Naval Personnel Newsletter). Published quarterly, updates information provided in the Navy Guide for Retired Personnel and Their Families and serves as an official line of communication between the Navy and members of the retired community to keep them informed of new legislation, significant changes in regulations and policy, and recent developments in the Navy. Retirees' names are entered automatically on the subscription list. Members who, for some reason, do not receive an issue within six months after retirement should contact the Commanding Officer, Naval Reserve Personnel Center, Code 03, New Orleans, La. 70149.

Uniformed Services Almanac. An unofficial digest of information on military pay and benefits. Mail all orders and communications to *Uniformed Services Almanac*, P.O. Box 400, Washington, D.C. 20044.

#### Periodicals

All Hands. Navy Internal Relations Activity, Office of the Chief of Information, Government Printing Office, Washington, D.C. 20402.

Journal of the Armed Forces. 1710 Connecticut Avenue, NW, Washington, D.C. 20009.

*Naval Affairs*. Fleet Reserve Association, 1303 New Hampshire Avenue, NW, Washington, D.C. 20036.

Sea Power. Navy League of the United States, 818 18th Street, SW, Washington, D.C. 20006.

Navy Times. Army Times Publishing Company, 475 School Street, SW, Washington, D.C. 20024.

The Retired Officer. Retired Officers Association, 201 North Washington St., Alexandria, Va. 22314.

The United States Naval Institute Proceedings, United States Naval Institute, Annapolis, Md. 21402.



	Where To Go For Information				
IF YOU HAVE QUESTIONS:	GET ANSWERS FROM:	IF YOU HAVE QUESTIONS:	GET ANSWERS FROM:		
Your orders transferring you to the Navy's retired/Fleet Reserve lists.	Director, Retirement/Fleet Reserve Div. Naval Military Personnel Command (NMPC-23) Navy Department Washington, D.C. 20370	Government publications	Superintendent of Documents U.S. Government Printing Office Washington, D.C. 20402		
Service Record information and verification of depen- dent ID cards	Naval Reserve Personnel Center New Orleans, La. 70149	Uniformed Services Health Benefits Program (USHBP) or the Civilian Health and Medical Program of the Uni- formed Services	The Health Benefits Counselor at the nearest Navy or Marine Corps command or,  The Surgeon General of the		
Retired pay and allowances, SBP annuities or arrears of pay	Navy Finance Center Retired Pay Department (NFC-30) Anthony J. Celebrezze Federal Bldg.	(CHAMPUS)	Navy (USHBP-CHAMPUS Office) Bureau of Medicine and Surgery, Washington, D.C. 20372		
Miscellaneous Navy retire-	Cleveland, Ohio 44199  Retired Personnel Support	Admission to the United States Naval Home	Governor, United States Naval Home Gulfport, Miss 39501		
ment assistance	Navy Department Washington, D.C. 20370  Service retirement system Hea U.S. 0		Bureau of Retirement Insurance and Occupational Health U.S. Civil Service Commis- sion		
Who to notify when retiree dies	Navy Finance Center		Washington, D.C. 20415		
ules	Retired Pay Department (NFC-302) Anthony J. Celebrezze Federal Bldg. Cleveland, Ohio 44199	Financial aid programs under the U.S. Office of Education	Office of Education U.S. Department of Health, Education and Welfare, Washington, D.C. 20202.		
Change of next of kin or be- neficiary if you hold Nation- al Service Life Insurance or United States Government Life Insurance	The Veterans Administration office that maintains your insurance records.	Education scholarships under the Dependents' Scholarship Program	Community and Personal Services Division Naval Military Personnel Command (NMPC-641A1) Washington, D.C. 20370		
If you hold Servicemen's Group Life Insurance	Office of Servicemen's Group Life Insurance 212 Washington St.,	Assistance from the Navy Relief Society	The local chapter of the Navy Relief Society or,		
	Newark, N.J. 07102		The local chapter of the American Red Cross or,		
Verification and issuance of medals or unit awards	National Personnel Records Center Military Records Branch 9700 Page Boulevard St. Louis, Mo. 63132		Headquarters, Navy Relief Society Room 1228, 801 North Randolph St. Arlington, Va. 22203		
Articles, books, scripts or speeches you have prepar- ed for commercial publica- tion and desire a review of for security, accuracy and	Office of the Chief of Information (0I-211), Navy Department Washington, D.C. 20350	Assistance to survivors of deceased retirees	Casualty Assistance Branch Naval Military Personnel Command (NMPC-642) Washington, D.C. 20370		
policy.  Passports	Passport Office	Application for headstone or grave marker	Director, Monument Service Veterans Administration		
	Department of State Washington, D.C. 20524		811 Vermont Ave., N W Washington, D.C. 20420		





## **Veterans Benefits**

For some service members, the transition back to the civilian community offers little difficulty. For others, the move is full of uncertainty. To aid eligible veterans leaving the Navy after retirement or after their enlistment obligation, a wide range of services and benefits is available, many of them tailored specifically to the needs of military veterans.

This section includes several tables which provide the latest information available on benefits administered by the Veterans Administration (VA). Specific requirements and more detailed information are available from VA offices located in major cities throughout the country.

Active duty service members can also get answers to many questions from their Command Career Counselor, personnel officer or education officer.



#### Majorcare 90

A primary concern of many families leaving military service is the sudden absence of medical coverage that occurs following a member's discharge. To help alleviate this, a major insurance company, through an agreement with the Department of Defense, offers a 90-day medical insurance policy (Majorcare 90) which covers service members leaving the military while they establish permanent policies.

Majorcare 90 limits participation to veterans who served on active duty for 30 days or more. The policy excludes

retirees and those individuals who served less than four months for training purposes.

The policy costs \$25 for the service member, \$25 for spouse and \$10 for each child, up to three children. The plan covers four or more children for the price of three.

Benefits of the Majorcare 90 policy (which includes a \$25 deductible for each episode) are payable for up to 52 weeks for illness or accidents which may occur during the 90-day period immediately following discharge. These benefits include:

- 1. Payment of up to \$36 daily for hospital room expenses, plus any services or supplies used during hospitalization.
- 2. Payment of 80 percent of fees for outpatient or inpatient treatment by physicians and surgeons, and also for diagnostic X-ray and laboratory examinations, private nurse and ambulance services, including cost of supplies and equipment rentals.
- 3. Upon death as a result of an accidental injury which occurred within 90 days of discharge, a payment of \$1,000 will go to designated beneficiaries Death must be from accidental causes. An accidental injury which occurred on the 90th day after discharge (the last day of the period covered) and caused the death of the insured 91 days later will not meet the terms of the policy as an insurable injury.

Majorcare 90 will not cover the expenses of childbirth or resulting complications, dental services, ear or eye examinations for hearing aids or glasses, congenital or pre-existing conditions. When double coverage exists, the policy

does not pay expenses for care covered by other forms of compensation.

To apply for the Majorcare 90 program before you leave the Navy, contact your personnel officer.

#### VA Medical/Dental Services

Veterans discharged or released from active military service under conditions other than dishonorable may be entitled to certain medical and dental care at VA health care facilities.

Veterans requiring hospitalization because of injuries or disease incurred while on active duty have top priority for admission to VA medical facilities. Veterans who were discharged or retired for disability and need treatment for some ailment not connected with their service will be admitted just as soon as the space becomes available.

Other veterans who cannot pay for hospital charges elsewhere may be treated or admitted to VA hospitals on a space available basis. Ability to pay does not apply to any veteran who is 65 or older or is receiving a VA disability pension.

VA facilities also provide outpatient services to veterans in need of medical examinations, consultation or counseling, and prescription medicines or drugs.

Outpatient medical treatment includes home health services such as structural alterations and home improvements deemed necessary for the continuation of treatment at home.

VA medical and dental assistance is dependent upon the veteran's needs and eligibility.

#### **Unemployment Compensation**

For veterans returning to civilian life without a new job awaiting them, perhaps the first and most important thing to do is register with the nearest local State Employment Commission and apply for unemployment compensation payments.

It is not necessary for veterans to file for unemployment benefits in their state of record. After leaving the service, veterans may file in any state where they plan to reside or work. However, it is beneficial to file promptly. Weekly unemployment checks are not retroactive; they begin only after a veteran makes application.

#### **Full-time Jobs**

Although employment assistance is not one of its basic responsibilities, the VA provides guidance and information whenever possible. VA personnel, with offices at most state employment locations, counsel veterans on available benefits and privileges.

The U.S. Office of Personnel Management can assist veterans who seek jobs in federal service. Other sources of employment information and assistance are:

- Federal Job Information Centers.
   (Consult telephone directory for address or ask operator for the toll-free telephone number.)
- USVACs (U.S. Veterans Assistance Centers) which are located at most VA regional offices.
  - Any VA office.
- Any federal agency personnel office.
- State and local government employment offices.

Many levels of government—state, county, and municipal—give returning service personnel veterans' preference. The preference is generally in the form of additional points added to passing job testing scores.

#### **Vocational Rehabilitation**

The Vocational Rehabilitation Program helps the service-disabled veteran select, prepare for, and secure work

that is in line with personal goals, interests, abilities and physical capacities.

Veterans discharged, released, or retired from service under other than dishonorable conditions and who have been determined by the VA to need training to overcome handicapping effects of a service-connected disability may be eligible to participate in a program of vocational rehabilitation.

Basically, a veteran has nine years from date of discharge to complete vocational rehabilitation training. A four-year extension may be granted for unusual circumstances. Seriously disabled veterans may be granted longer periods to finish training; the VA determines the period of eligibility on a case-by-case basis.

In most cases, the period of education or training will not exceed 48 months, but more time may be provided if necessary. Most veterans attend school full time, but it is possible for them to attend on a three-quarter or half-time schedule.

The VA will pay training expenses, including tuition, fees, necessary books, supplies and equipment, and will pro-

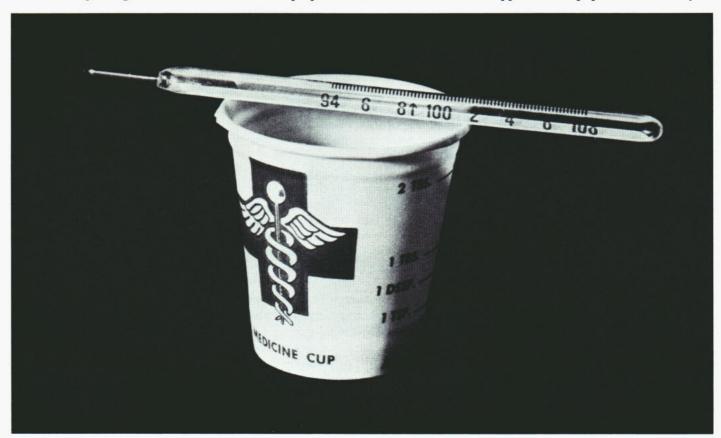


Table 17. Monthly Rate of Subsistence Allowance					
Type of Training	Number of Dependents				
Institutional	None	One	Two	Each Add'i Dep.	
Full-time	\$241	\$298	\$351	\$26	
Three-quarter time	181	224	263	19	
Half-time	120	149	176	13	
Farm cooperative, apprentice,					
or other on-the-job training					
Full-time	210	254	293	19	

vide—monthly—a non-taxable subsistence allowance to veterans in training. This is in addition to any compensation or other benefits to which a veteran may be entitled.

Table 17 shows a schedule of current monthly subsistence payments.

#### **Educational Assistance**

The VA administers two basic educational assistance programs for veterans and service persons—the GI Bill and the new Veterans Educational Assistance Program (VEAP).

#### **GI Bill**

Veterans who served on active duty for more than 180 continuous days, any part of which occurred after Jan. 31, 1955, but before Jan. 1, 1977, and who (a) were released under conditions other than dishonorable, (b) were discharged for a service-connected disability or (c) continue on active duty are eligible for educational benefits under the GI Bill.

Also eligible are those who contracted with the armed forces and were enlisted in or assigned to a reserve unit before Jan. 1, 1977, and, who as a result of this enlistment or assignment, served on active duty for more than 180 days, any part of which began within 12 months after Jan. 1, 1977, and who were discharged from active duty under conditions other than dishonorable.

Each eligible person with 18 continuous months or more of active duty is entitled to 45 months of full-time educational benefits, or the equivalent in part-time benefits. Those with less than 18 continuous months of active duty are entitled to 1.5 months of full-time benefits (or the part-time equivalent) for each month of active duty served.

As an example, a veteran (with spouse and one child), having 12 months of continuous service, will have 18 months of full-time benefits available. If the veteran/student attends school on a half-time basis, \$211 will be paid directly to the veteran for 36 months (approximately four school years). Table 18 shows the various monthly amounts a veteran will receive under the current rates for GI Bill users. These payments are non-taxable.

Full-time institutional training consists of 14 semester hours unless the school has certified to the VA that it considers 12 hours to be full-time.

A cooperative program is a full-time program of education. It consists of institutional courses and alternate phases of supplemental training in a business or industrial establishment.

Eligible veterans and service persons may select a program of education, an apprenticeship or on-the-job training program, farm or flight training at any approved educational or training establishment which will accept them. Vocational or educational counseling will be provided by the Veterans Administration on request.

Under the law, each person is en-

titled to one change of program. Subsequent changes may be approved by the VA. A change from one program to another when the first is a prerequisite to the second is not considered a change of program.

Veterans who have not received a high school diploma (or equivalency certificate) or who need deficiency or refresher courses before enrolling in a program of education or training may pursue these courses without charge to their basic entitlement.

GI Bill eligibility generally ceases at the end of 10 years from the date of the veteran's release from active duty or Dec. 31, 1989, whichever occurs first.

#### **Tutorial Assistance**

Veterans who use the GI Bill may also be eligible to participate in a program of tutorial assistance. Its purpose is to assist veteran/students to successfully complete an educational goal by providing special help to overcome deficiencies in required subjects.

The school must certify that tutorial help is needed to correct a deficiency in a course which is an essential part of the veteran's program of study.

Veterans may receive up to \$69 monthly until a maximum of \$828 is received. Payments are made as reimbursements, not as advance allotments. Application for reimbursement should be made promptly after completion of the month or term in which tutoring was received. Benefits may only be paid,

however, for tutoring received within the one-year period preceding the date the claim was received by the VA.

#### VA Work-Study Program

Veterans using their GI Bill educational benefits who enroll full-time in college degree, vocational or professional programs may "earn while they learn" under the VA Work-Study Program. Veterans in a vocational rehabilitation program are also eligible to participate in the work-study program.

Selection of applicants is based primarily upon a veteran's need to supplement monthly educational assistance or subsistence allowances. The number of applicants selected will depend

upon the availability of VA-related work at the veteran's school or at VA facilities in the area.

Veterans may work a maximum of 250 hours per semester (or other enrollment period). Payment will be at the rate of \$3.10 per hour, or an amount equal to the hourly minimum wage, whichever is greater. A veteran may work less than 250 hours depending upon work availability, class schedule and personal needs.

Under the work-study agreement, veterans may receive payment for 40 percent of the hours of services in advance. After the advance, additional payments are made in arrears for each 50 hours of service performed.

Services performed under the VA Work-Study Program must be VA-related in nature. Examples of such services might include processing of VA paperwork at schools of VA regional offices, outreach services under the supervision of a VA employee, and services performed at VA medical facilities and offices of the VA National Cemetery System. These examples are not all-inclusive—the nature of work will depend upon a veteran's interests and the type of work situation available.

#### VEAP

The Veterans Educational Assistance Program has replaced the old GI Bill for Navy people who entered the service for the first time after Dec. 31, 1976. Individuals who entered the Navy on or after Jan. 1, 1977, are eligible to participate in the contributory program by setting aside from \$50 to \$75 each month in an educational fund. Uncle Sam will add two dollars for each dollar you put in the fund. If you contribute the maximum amount each month for three years you will accumulate, with the government's contribution, \$8100 (\$2700your contribution, plus \$5400 from the government) which can then be used to pay educational expenses after you complete your first obligated period of duty or after separation (if you had at least 181 days of service).

Although \$75 per month is the maximum, Navy people can set aside as little as \$50 each month or any \$5 increment in between. Members must agree to participate in the program for a minimum of 12 consecutive months, but exceptions can be made in cases of financial hardship.

VEAP is more than simply a savings account. Members will be entitled to the total amount in their account after completing their initial enlistment or period of obligated service, if they use it in a VA-approved educational program. If a member decides, after being released from active duty, not to continue his or her education, the member's share of the fund will be refunded after notifying the VA.

If, after attending school for several months, a veteran or active duty serv-

	ab	le	18.	GI	BIII	на	tes
_			_				

	No Deps.	1 Dep.	2 Deps.	Each Add. Dep.
INSTITUTIONAL:				
Full-time	\$311	\$370	\$422	\$26
Three-quarter	233	277	317	19
Half-time	156	185	211	13
COOPERATIVE	251	294	334	19
APPRENTICESHIP/OJT				
1st 6 Months	226	254	277	12
2nd 6 Months	169	197	221	12
3rd 6 Months	113	141	164	12
4th and any				
Succeeding 6-				
Month Period	56	84	108	12
FARM COOPERATIVE				
Full-time	251	294	334	19
Three-quarter	188	221	251	15
Half-time	126	147	167	10
ACTIVE DUTY, OR LESS				
THAN HALF-TIME	Tuition cos			
	for full-time; \$233 for 3/4 time; \$156 for			
	1/2 time or less but more than 1/4 time; \$78 for 1/4 time or less.			
CORRESPONDENCE	Entitlemen	t charged	at rate of	one
	month for e	A THE RESERVE AND ADDRESS OF THE PARTY OF TH		

Entitlement charged at rate of one

month for each \$288 paid.

FLIGHT....

ice person decides to drop out, the remainder of the fund may either be withdrawn or left in the account in anticipation of returning to school.

Matching funds will be paid directly to students for the same number of months as they participated in VEAP if they attend school full time. If a Navy person contributed for 24 months, for instance, he or she (if attending school on a full-time basis) could receive as much as \$225 a month for 24 months (\$75 contributed plus \$150 matched funds equals \$225). If you attend school part time, your entitlement will extend over a longer period but your educational assistance allowance payments will be less. (See Table 19.)

#### PREP

Without charge to a participant's basic VEAP entitlement, an active duty service member may pursue PREP (Predischarge Education Program), a program designed to help those persons needing to complete a high school education or to take refresher or deficiency courses as preparation for admission to a post-secondary program.

#### **VA Education Loans**

Veterans using their GI Bill benefits and those enrolled in VEAP are eligible to apply for a VA education loan. Direct loans from the VA are available for students needing assistance beyond regular allowances to meet educational costs.

Loans are not granted, however, based on enrollment in correspondence, flight, high school, apprenticeship, onthe-job training or PREP programs.

Students enrolled in a standard college degree program may borrow up to \$2,500 per academic year. Lesser amounts are available for shorter periods of enrollment. For example, a veteran may borrow up to \$1,250 for one semester or \$830 for one quarter. If enrolled in a third semester, fourth quarter or summer session of at least 10 weeks' duration in addition to the academic year, a veteran may borrow up to \$3,330. Approval of a loan depends on a veteran's needs, income and on other guidelines.

Table 19. VEAP Contributions						
Your contribution You save Government contribution Total						
After One Year						
\$50.00 a month \$55.00 a month \$60.00 a month \$65.00 a month \$70.00 a month	\$ 600.00 \$ 660.00 \$ 720.00 \$ 780.00 \$ 840.00	\$1200.00 \$1320.00 \$1440.00 \$1560.00 \$1680.00	\$1800.00 \$1980.00 \$2160.00 \$2340.00 \$2520.00			
\$75.00 a month  After Two Years	\$ 900.00	\$1800.00	\$2700.00			
\$50.00 a month \$55.00 a month \$60.00 a month \$65.00 a month \$70.00 a month \$75.00 a month	\$1200.00 \$1320.00 \$1440.00 \$1560.00 \$1680.00 \$1800.00	\$2400.00 \$2640.00 \$2880.00 \$3120.00 \$3360.00 \$3600.00	\$3600.00 \$3960.00 \$4320.00 \$4680.00 \$5040.00			
After Three Years						
\$50.00 a month \$55.00 a month \$60.00 a month \$65.00 a month \$70.00 a month \$75.00 a month	\$1800.00 \$1980.00 \$2160.00 \$2340.00 \$2520.00 \$2700.00	\$3600.00 \$3960.00 \$4320.00 \$4680.00 \$5040.00 \$5400.00	\$5400.00 \$5940.00 \$6480.00 \$7020.00 \$7560.00 \$8100.00			

The interest rate for VA education loans is currently seven percent per annum on the unpaid balance. No interest accrues on the loan balance until the beginning date of repayment, which begins nine months after a veteran ceases to be at least a half-time student. A veteran has 10 years and nine months to repay the loan.

A loan fee (currently three percent of the loan amount), which goes into an insurance fund for defaults, is deducted from the loan. Therefore, if a loan of \$2,000 is approved a veteran will actually receive \$1,940.

Repayment may be made in annual, semiannual, quarterly or monthly installments. There is no penalty for repaying in advance all or any part of the loan. Repayment of both principal and interest is deferred during any period of enrollment on a half-time or more basis.

#### **VA Home Loans**

The VA guaranteed home loan program offers advantages that other loan programs do not. The major advantage of the VA home loan program is that most VA loans are made with little or no down payment. The borrower also has the right to repay all or part of the indebtedness at any time without premium or penalty.

The home loan offered under the VA's major program is not a direct loan but a guaranteed loan covering 60 percent of the mortgage, up to a maximum \$25,000. For a mobile home, the VA guarantee is 50 percent of the loan, up to \$17,500. The exact amount of a veteran's entitlement is shown on the Certificate of Eligibility that many veterans receive from the VA shortly after discharge. Veterans who do not have this

document should contact their nearest VA regional office.

Veterans can use their entitlement to purchase, build, alter, improve, refinance or repair a home. There is no requirement that the entitlement must be used within a certain period of time. VA home loan eligibility remains available until used.

To be eligible for a VA home loan, a veteran must have been discharged under conditions other than dishonorable. Generally, 90 days of total active duty during wartime, or 181 days of continuous service during peacetime, are required for eligibility for a VA home loan. A shorter period of service may be sufficient if a veteran was discharged or released sooner because of a service-

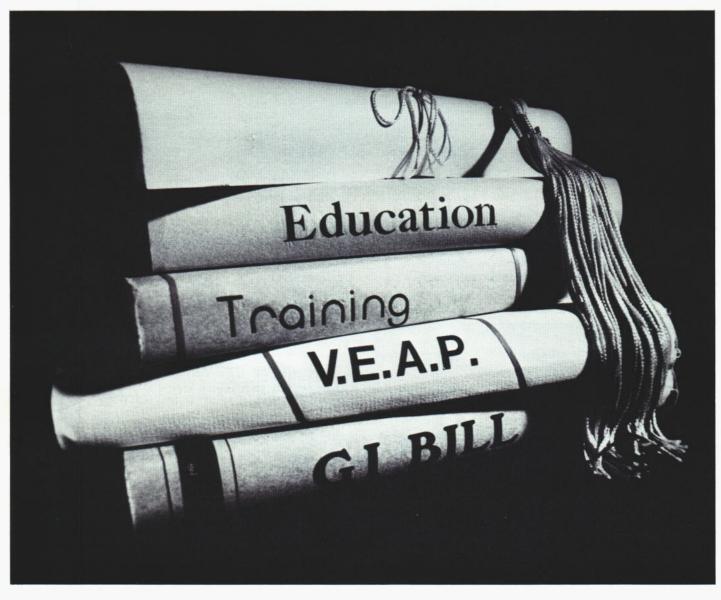
connected disability. Men and women who have served more than 180 days on a regular active duty enlistment can qualify, but those on active duty for reserve training cannot.

To obtain a home loan, veterans should contact a real estate broker or one of the usual lending institutions—banks, savings and loan associations, insurance companies and mortgage companies. Although there is no maximum loan amount, some lenders will limit loan amounts to four times a veteran's entitlement. For example, a veteran with full entitlement (\$25,000 guarantee) might be able to obtain a \$100,000 home loan subject, of course, to the veteran's ability to qualify for the loan from an income and credit stand-

point. In all cases, however, the greater the guarantee entitlement in relation to the loan amount, the more favorable will be the prospect of obtaining the loan.

As long as some entitlement remains, a veteran may qualify for an additional home loan, but the veteran must certify that he or she occupies or intends to occupy the property as a home.

As an example, a veteran may use remaining entitlement to obtain a loan for a second home and rent the first home to acquire income to apply against the first mortgage. As an alternative, the veteran may want to refinance the first mortgage to obtain funds to cover the costs of remodeling. The only restriction on the use of remaining entitle-





ment is that a veteran who bought a mobile home with a VA loan may not obtain a second mobile home with VA financing until he or she disposes of the first mobile home.

After selling a residential property financed with a VA loan, a veteran may be released from liability to the government. This is usually accomplished when the loan is paid in full or when the VA agrees to let a buyer assume the veteran's loan obligation.

When the loan is paid in full, or when another veteran substitutes his or her entitlement for that of the original veteran/borrower, used entitlement can be restored. If either of these conditions are met, a veteran who sells a VApurchased home should make application to have used entitlement restored.

The VA-sponsored benefits outlined in this section, as well as benefits like Majorcare 90, can be of great assistance to veterans. As explained, some of the programs can also help members still on active duty, whether they seek a college education or a loan to purchase

their own homes.

For many of the veterans' programs, there is no time limitation imposed. Eligibility for other benefits, however, does expire. Table 20, Veterans Benefits Timetable, gives several VA programs and eligibility expiration dates.

#### Keeping VA Posted

Do you have one of these policies with the Veterans Administration?

United States Government Life Insurance

National Service Life Insurance Veterans Special Life Insurance Service Disabled Veterans Insurance Veterans Reopened Insurance Do you keep the VA informed of your current address?

If you need to submit a change, send

number, and your mailing address: Veterans Administration Center P.O. Box 8079

it to one of the addresses listed (which-

ever holds your insurance records)

giving your name, VA insurance file

Philadelphia, Pa. 19101

Veterans Administration Center Federal Building, Fort Snelling St. Paul, Minnesota 55111

You Have		Where To	
(after separation from service)	Benefits	Apply	
10 years or until Dec. 31, 1989, whichever comes first.	GI EDUCATION: The VA will pay you while you complete high school, go to college, learn a trade, either on the job or in an apprenticeship program.	Any VA office	
10 years	VEAP: The VA provides financial assistance for education and training of participants.	Any VA office	
No time limit	GI LOANS: The VA will guarantee your loan for the purchase of a home, mobile home, or condominium.	Any VA office	
No time limit	<b>DISABILITY COMPENSATION:</b> The VA pays compensation for disabilities incurred in or aggravated by military service. Payments are made from date of separation if claim is filed within 1 year from separation.	Any VA office	
No time limit	MEDICAL CARE: The VA provides hospital care covering the full range of medical services. Outpatient treatment is available for all service-connected conditions, or non-service-connected conditions in certain cases. Alcohol and drug treatment is available for veterans in need of help for drug dependency.	Any VA office or hospital	
1 year	<b>DENTAL TREATMENT:</b> The VA provides dental care for certain service-connected dental conditions. The time limit does not apply for veterans with dental disabilities resulting from combat wounds or service injuries.	Any VA office or hospital	
1 year (from date of notice of VA disability rating)	GI INSURANCE: Low cost life insurance (up to \$10,000) is available for veterans with service-connected disabilities. Veterans who are totally disabled may apply for a waiver of premiums on these policies.	Any VA office	
120 days (or 1 year with evidence of insurability); or up to 1 year if totally disabled.	VGLI: SGLI may be converted to a 5-year nonrenewable term policy. At the end of the 5-year term, VGLI may be converted to a policy with a participating insurance company.	Any VA office (for informatio	
No time limit	EMPLOYMENT: Assistance is available in finding employment in private industry, in federal service and in local government.	Local or state employment service, U.S. Office of Per- sonnel	
		Management Any VA office	
Limited time	UNEMPLOYMENT COMPENSATION: The amount of benefit and payment period varies among states. Apply immediately after separation.	State employ ment service	
90 days	REEMPLOYMENT: Apply to your former employer for employment.	Employer	
No requirement	SELECTIVE SERVICE: Veterans are no longer required to contact the Selective Service after separation from service, regardless of whether they previously registered with that	Not required	

106 ALL HANDS



# Your Obligations

Along with the many rights and benefits which are an integral part of your Navy career, there are other rights and benefits which you enjoy as an American citizen. Most of these are basic guarantees of the Bill of Rights and they deal with your right to privacy, your right to speak freely, your right to assemble, and your right to worship.

But these rights and benefits carry implicit obligations and moral responsibilities which you owe to yourself, to the members of your family, and to your country. You are bound, for example, to share in the expenses of the government by filing federal, state, and local tax returns and by paying the taxes imposed, according to your income.

You also have a responsibility to obey and uphold all laws—federal, state and local—anything from registering your automobile, to obtaining a license for your pet. As a Navy member, you are expected to meet, as well, your financial responsibilities and pay debts which you incur.

Your right to vote is very important. In most instances special privileges have been given to military personnel to enable them to exercise their right to vote. Your vote gives you a means by which you help control those who make decisions which affect you as an American citizen.

This chapter discusses some of these obligations and responsibilities which go hand in hand with the rights and benefits we all enjoy.

\* \* \*

#### Voting

Congress determines salary levels, benefits and the very nature of life in the military. But you have a fundamental right to choose those who will represent you and make the decisions that affect your life and career. This right does not diminish as the distance from the voting booth increases.

Yet, few military people exercise their right to vote. In the 1976 election, less than 40 percent of eligible military members voted. This low voter participation is attributed in part to state laws governing absentee voting, and the fear many service people have that voting may incur added tax liability in their home states.

According to information from the Federal Voting Assistance Program office, the most frequently cited reason for not voting in the 1978 election was the lack of information. Apathy on the part of military members, however, still seems to be the main reason for not voting.

A recent amendment to the Federal Voting Assistance Act of 1955 and the Overseas Citizens Voting Rights Act of 1975 should serve to simplify and standardize state voting procedures. This amendment also includes provisions that will help clarify applicable tax laws.

If you are a civilian stationed overseas, the Overseas Citizens Voting Rights Act of 1975 protects your right to vote in federal elections in the state in which you resided before going abroad, even if you no longer maintain a residence in that state. Congress recently extended

voting rights to those outside the territorial limits of the United States who do not have passports or State Department ID cards, making it possible for the approximately one-half million people living in Mexico and Canada (where passports and ID cards are not mandatory) to vote in U.S. elections.

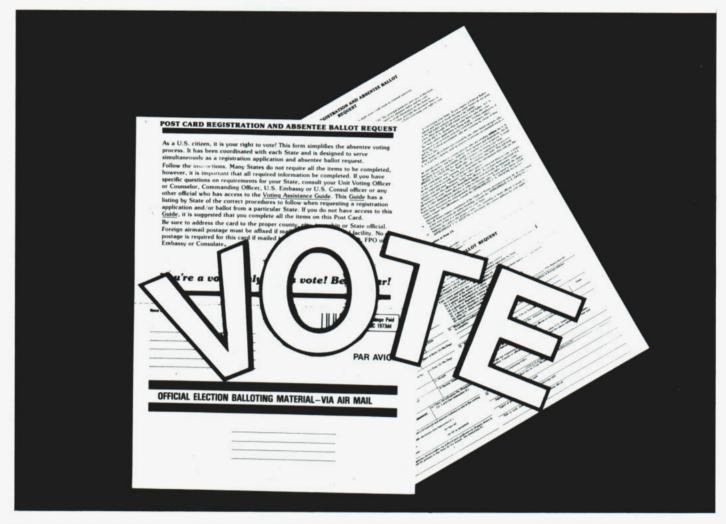
The Federal Voting Assistance Act applies to absentee voting from within and without the United States. You are still required to meet certain qualifications established by each state.

When registering by absentee ballot, you must supply certain information to the voting officials in your home state by a deadline if you are required to register. Each state has its own procedures. For example, service members and their spouses and dependents may register and vote absentee in all 50 states and in the District of Columbia, Guam, and the Virgin Islands.

As a general rule, states allow 17year-olds to register if they will be 18 on or before the election date.

Many states recognize the registration request process as a simultaneous application for an absentee ballot. In effect, this waives the preregistration requirement while other states require a separate request by federal postcard application for first, registering, and second, requesting an absentee ballot. However, this waiver is not always granted, and if granted, is not necessarily granted to all categories of voters in that particular state. This means you may be required to fill out a form for registration, then another form to request an absentee ballot, all by set deadlines.

Though most states allow for a request



to be written in any form, the simplest way to obtain an absentee ballot is by way of the Federal Post Card Application (FPCA). This postage-free card is distributed by your voting officer or voting counselor for use by absentee voters. If it has been filled in correctly and mailed in time, you should receive either a registration form, absentee ballot, or both, depending on the state. If you receive no communication from the voting officials within a reasonable amount of time, submit a second FPCA.

Some states require that the absentee ballot envelope be sealed in the presence of a notary public or commissioned officer, so read the instructions on the back of the envelope carefully. If you have a question, ask your voting assistance officer or counselor before you vote. You have the right to mark your ballot in secret and it is illegal for anyone to try to influence your vote.

Mail the completed ballot so that it

gets to your local election board before the deadline for counting ballots. Members of your family who are qualified to vote can seek the assistance of your command's voting officer or voting counselor.

Since time spent in the Navy may count toward meeting residency requirements for voting, you could establish legal residence and vote in the state in which you are stationed. However, when you change your state or residence for voting purposes, it also affects educational benefits, state taxation obligations, and other aspects that you must consider. Contact your legal assistance officer for information.

Several states allow "proxy" registration and ballot application. Depending upon the state, a proxy may be a blood relative or a person authorized by the voter to act as the agent in requesting registration forms and applying for an absentee ballot. State requirements vary—check with the voting assistance officer for more information.

If you anticipate being at your voting residence on election day, you should consider voting in person. This virtually assures you that your vote will be counted. Voting in person does not necessarily preclude registration by absentee ballot. In a number of states, applying for an absentee ballot will not automatically rule out voting at the polls. A few states even permit someone who has already marked and returned an absentee ballot to vote in person (in which case, the absentee ballot would not be counted).

Keep in mind that the key to intelligent voting is knowing the issues. You can keep up-to-date by writing home for voter information.

#### Taxes

Along with the rights and benefits of

citizenship, you share certain responsibilities and obligations. Paying taxes is a big part of that responsibility. You have the same obligation to file federal, state and local income tax returns as do all residents and citizens of the United States. However, like other federal employees, you cannot exclude amounts received from any agency of the United States for services rendered in a foreign country or within U.S. possessions. This means no matter where you are stationed, your military basic pay is taxable by the federal government and your own state and local governments.

If your gross income for the year was \$1,000 or more, you are required to file a federal income tax return. As with any rule, there are exceptions, so you should check with the Internal Revenue Service or base legal assistance officer.

If net earnings from self-employment are \$400 or more, you must file a return with respect to self-employment tax,

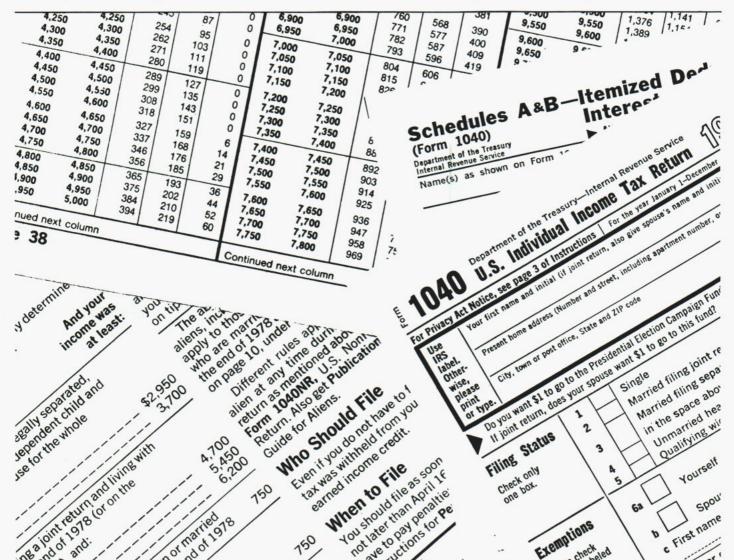
even if you are not liable for federal tax. Also, if you are not liable for filing but had tax withheld from wages or made payments on a declaration of estimated tax, you should file a return to recover the withheld amount.

If you were a bona fide resident of a foreign country for an entire calendar year, or lived in a foreign country for 510 days or 18 consecutive months, you may claim only foreign tax credits. The new deductions for home leave travel, schooling expenses, qualified housing expenses and cost-of-living differential are not available if either spouse is eligible for and in receipt of tax-exempt quarters or subsistance allowances. A completed Form 2555 should be attached to the tax return submitted for that year.

If you are residing or traveling outside the 50 states and Puerto Rico on the normal (April 15) due date, you are allowed a two-month extension for filing your return, but you must explain why you took advantage of the extension and pay interest on the unpaid tax, if any, from the original due date. If you are traveling or living outside the United States, you can still receive a two-month extension for filing by sending in Form 4868 along with the full amount of estimated unpaid tax liability.

In case of undue hardship, you may apply for an extension of time to file by using Form 2688 or by letter sent on or before the due date for filing. This application should state: reason for extension; whether returns for the past three years were filed timely and if not, why not; and whether a declaration of estimated tax was required for the year, and if so, whether each payment was made on time. When granted this type of extension, you will be required to pay interest on unpaid tax liability.

Generally, you may use short Form 1040A if all of your income was from



wages, tips, and not more than \$400 in dividends or \$400 in interest. Any deviations from the simplified form such as itemizing deductions, claiming alimony, business, or travel or moving expenses, may require use of Form 1040. To determine which form you should use, consult the guidelines in the instruction manual that accompanies your tax return form.

Federal income tax, generally determined on the basis of one exemption, is withheld from the taxable pay earned by non-resident aliens only while they are serving or working within the United States. No income tax is withheld from their pay earned while serving on sea duty or within a foreign country. Nonresident aliens should use Form 1040NR. regardless of the nature of income or the rate of tax. Form 1040 cannot be used even if the non-resident alien served within the United States during the entire tax year. If you qualify as a non-resident alien, you should file Form 1040NR with the Internal Revenue Service Center, Philadelphia, Pa. 19255.

A non-resident alien Filipino may claim credit on his Republic of the Philippines income tax return for income tax paid to the United States. This claim must be supported by copies of U.S. federal tax return and W-2 forms. A Philippine income tax return is required if annual income is 1,800 pesos or more. Phillippine income tax returns and instructions may be obtained from the Bureau of Internal Revenue, Manila, or from Republic of the Philippines embassies and consulates.

For more information, non-resident aliens should obtain IRS Publication 519, U.S. Tax Guide for Aliens.

Your tax-paying responsibilities don't stop at the federal level. Depending upon where you call home, you may be liable for state or local tax (city or county).

The Soldiers' and Sailors' Civil Relief Act protects your military pay against taxation by the state in which you are not a legal resident, but are residing by virtue of military orders. Income derived from a business, rental property, or civilian employment can be taxed by the state in which it is earned. Your spouse or child is not protected by the act and may be subject to income tax by two or more states. If this occurs, contact your local legal assistance office to aid in resolving the matter.

On Oct. 4, 1976, Congress enacted Public Law 94-455, which requires mandatory withholding for state income taxes upon the state's request. All income-taxing states are making a concerted effort to locate delinquent taxpayers and are imposing penalties and interest for failure to file and pay appropriate state taxes.

Although several states impose no personal income tax, or exempt military pay, you may still have to file a return for record purposes even though you may not owe tax. Filing a return also shows intent to retain legal domicile in that state, thus protecting yourself against claims by other states.

Members from cities and counties which impose income taxes should correspond directly with the authorities of those jurisdictions to ascertain if there is a tax liability.

It is important not to confuse the terms "home of record" and "state of legal residence." There may be a difference. State of residence or domicile refers to the place where you, as a Navy member, intend to return and live after your discharge or retirement, and where you have a permanent home. "Home of record" is used to determine travel allowances upon separation from active duty.

Enlisted people may change their "home of record" any time they sign a new enlistment contract. Officers may change theirs only to correct an error or after a break in service.

Your state of legal residence does not change so easily. It usually stays the same wherever you go. This protects you from having to pay taxes in a state in which you live only because you are in the military.

To change your state of legal residence, certain specific actions should be taken. In most cases, you will actually have to live in the new state. You show your intentions by registering to vote in the new state, buying property, titling and registering your car in the new

state (notifying your old state), preparing a new last will and testament indicating your new state as your legal residence and paying taxes to the new state.

Unless you show such clear intentions, your state of legal residence probably will not be changed. If you don't make certain it has been changed, you may find you are not entitled to certain privileges which depend on legal residence, such as eligibility for lower resident tuition rates at state universities or eligibility to vote and hold public office.

Particular care should be taken to make sure your pay records are up to date concerning your state of legal residence. If they are not right, you may wind up paying taxes to the wrong state, or paying taxes and penalties in both.

If you have any doubt about your state of legal residence, contact your legal assistance office. If your records are not correct, get a "State of Legal Residence Certificate," DD Form 2058 from your finance officer. When you complete this form and turn it in, the state currently shown on your records will be notified of the change.

#### **Financial Responsibilities**

Just like any other citizen, a military member is expected to pay just debts and to pay them on time. Nonpayment of a debt can lead to serious consequences for one's military career, even up to receiving an administrative discharge from the service.

The armed forces do not have legal authority to make you pay private debts, nor can they act as a collection agency by taking part of your pay to settle a debt. (Under Public Law 93-647, part of your wages can be garnished for courtordered alimony and child support payment.) Yet the Department of Defense is required by law to provide certain information about you to your creditors that may aid in tracking you down. For example, information that must be made available to anyone who requests it includes your name, rank, date of rank, salary, present and past duty assignments, future assignments that are final, military phone number and address.

If you find you can't meet payments, go to your legal assistance officer right away. The legal assistance officer normally can't represent you in court but can tell you what your legal rights are and may be able to suggest a workable plan for saving your credit standing and your military career.

Also, don't discount the financial management information you can obtain through the Navy Relief Society, which also might be able to grant you an interest-free loan.

There are several other avenues open to you that could ease your financial problems:

- •You may be able to arrange for your creditors to extend the contract time, thus reducing the size of the payments until you are back on your feet financially. You may be charged more interest or finance charges in the long run, but your debt will become manageable. Also, your creditors will have proof of your good faith and intention to pay your just debts.
- Set up an appointment with a loan counselor at your credit union or bank.

He or she can aid you in setting up a credit arrangement. If your creditors agree, you could arrange an allotment of an agreed sum each pay period. This allotment would be paid into the credit union where a credit union officer would pay each of your creditors an amount proportionate to the total you owe each of them.

- •Another form of relief is to negotiate a consolidation loan. Again, this may cost you more in the long run, but at least it will lower your monthly payments to a more reasonable amount.
- Some people seek to solve their debt problems with a second mortgage on their homes. Since the lender on the second mortgage has less claim on the home than the holder of the first mortgage, the interest rate on the second mortgage will be higher.

When you take out a second mortgage on a home, usually you must make payments on both the first and second mortgages at the same time. Before deciding on this move, be sure you can make the double payment. A hastily arranged second mortgage you can't handle can cost you the home in which you already have substantial interest.

- Another possibility, in a severe debt situation, is the wage earner bankruptcy plan. A debtor can take up to three years to pay off debts under this plan. Consult your legal assistance officer before making this move.
- As a last resort, you can file a regular bankruptcy petition; members of the armed forces have the same rights as other individuals. This action, however, could be detrimental. Consult your legal assistance officer before taking this very serious and final step.

If, for one reason or another, you do fall behind in your payments, you still are protected against certain harassment procedures used by debt collectors. Under the Fair Debt Collection Practices Act, debt collectors are not permitted to contact third parties, including your commanding officer, other than to ask about your identity and whereabouts. The debt collector cannot tell a third party that you owe any debt or call any third party more than once, except to correct or supplement information.

In attempting to contact you, debt





collectors normally must make their calls between 8 a.m. and 9 p.m. If you have an attorney, the debt collector must contact your attorney rather than you.

If you notify the debt collector in writing that you refuse to pay or that you wish not to be contacted again, the debt collector is forbidden to contact you except to tell you that no further efforts will be made to collect, or to inform you of any legal actions being brought against you.

Harassing or threatening conduct, use of obscene or profane language or repeated telephone calls intended to annoy you are forbidden. Misrepresentation of the debt collector's business or of any of the remedies that might be involved is also forbidden.

Post cards—which can be read by other people—cannot be used by debt collectors.

Within five days of initial contact, debt collectors must send you a written notice telling the amount of the debt, name of the creditor to whom it is owed and a request that the debtor (you) acknowledge the debt. If you don't feel that you owe the debt, you should immediately tell the debt collector in writing that you dispute the debt.

You can dispute the amount even if the promissory note you signed is sold to somebody else. If your new car is defective, you can still dispute the debt, even if the dealer you purchased the car from sold your note to a bank.

If you feel you are being harassed in any way, contact your legal assistance officer. He or she can advise you of your right to bring legal action against the collector.

#### **Legal Obligations**

When you change duty stations, more than likely you change states or even countries. Being in the Navy does not excuse you from obeying the laws of that state or country. It is your responsibility to learn the laws of the area in which you are stationed.

If you bring your car with you to your new duty station, you must inquire about regulations regarding registration, licensing, taxes, title fees, inspection and insurance. Usually, your welcome aboard package will contain such information. If it doesn't, find out for yourself.

In many states, if your automobile is registered in the state of your domicile (home state) in your name alone, you are not required to obtain new license plates. If licensed in the state where you were last on duty, in your name alone, you usually may continue to use plates from that state until they expire; thereafter you must license your car in the state of your domicile or the state where you are currently residing. If your car is licensed jointly in your name and someone else's (such as your spouse or parent), you may be required to obtain license plates and register your car in the state in which you are currently residing.

Each state differs and it's important that you find out about any laws that may affect you and your family. These can include: handgun laws, pet licensing, real estate and personal property tax laws, and traffic laws. Remember, ignorance of the law is no excuse. You will be held accountable for your actions.

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